



Community Development Authority Meeting Agenda Friday, December 7, 2018 at 7:30 a.m.

Village Hall Committee Room
3930 N. Murray Avenue, Shorewood, WI 53211

1. Call to order.
2. Consideration of November 2, 2018 meeting minutes.
3. Review of Q3 Financial – Finance Director Emanuelson.
4. Consider scope of work for transportation and parking analysis.
 - a. Included in your packet is a draft RFP that will be reviewed by the Village Board on 12/3. Staff will send comment and/or revisions suggested by the Village Board to the CDA via email following their meeting.
5. Update on Ascension tax status.
 - a. Please see the attached draft letter. Please see the attached DRAFT correspondence to Ascension Health Care. President Rozek was not at the November CDA meeting when the CDA requested this letter be sent. Any PILOT would be an agreement between the Village and the property owner. I am currently confirming President's Rozek's confirmation requesting a PILOT and participating in this meeting. For your information, all of Ascension's properties have filed for non-profit status and I will be looking around to see if they have PILOTS with any other municipalities. From initial my review, I cannot find that Shorewood has ever completed a PILOT before with a non-profit. This is not to say that we cannot let this be the first if agreeable to Ascension.
6. Update on parking agreement meeting for Metro Market parking structure.
 - a. On 12/3 staff will meet with a grocery store representative, parking structure property owner representative, Mosaic representative, President Rozek, Director Griepentrog and Village Manager Ewald to discuss the agreement and next steps.
7. Review of PDD and BID monthly reports.
8. Adjournment.

DATED at Shorewood, Wisconsin, this 30th of November, 2018.

VILLAGE OF SHOREWOOD
Sara Bruckman, CMC/WCMC, Village Clerk

Should you have any questions or comments regarding any items on this agenda, please contact the Village Manager's Office at 847-2700. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals



Community Development Authority
Meeting Minutes
Friday, November 2, 2018
3930 N. Murray Avenue, Shorewood, WI 53211
DRAFT

1. Call to order.

The meeting was called to order at 8:31 a.m. Members present: Chair Peter Hammond, Tr. Jessica Carpenter, Mike Dawson, Jon Krouse, John Florsheim, Joe LeSage and Tr. Wesley Warren. Also Present: Rebecca Ewald, Bart Griepentrog and Ericka Lang.

2. Consideration of October 12, 2018 meeting minutes.

Member Dawson moved to approve the minutes, seconded by Member Krouse. Vote 7-0.

3. Consider funding transportation and parking study.

Chair Hammond discussed the request from the Village Board for the CDA to participate in an upcoming transportation and parking study by providing \$30,000. He agreed that in concept the CDA should participate, but indicated that he'd like to know more about what is covered in the scope to better understand the relevance. He noted that there is money within TID 5 as well as the CDA's activities budget that could be considered. Member Florsheim asked if the Metro Market would be asked to contribute. Chair Hammond noted that the agreement didn't stipulate who paid for what, but he believed that it could be a reasonable request. Member Florsheim also agreed that the CDA should know the scope prior to pledging a contribution, but agreed in concept to participation.

Tr. Warren summarized that he was not hearing objection in principle to participation. Tr. Carpenter noted that a lot of band-aids have happened over time and that a comprehensive approach was desired. She also noted that residents have been asking for a review of both parking and traffic issues. Member Florsheim also acknowledged that the CDA's redevelopment activities have changed traffic patterns, but reiterated that their participation should not be out of proportion.

Village Manager Ewald indicated that staff will be developing a request for proposal within the next month to better define the scope and would bring that back to the CDA. She also noted that the RFP would be broken out by tasks, so that the CDA could discuss what portions they felt would be relevant.

4. Possible consideration of Kensington Liquor business loan status.

Village Manager Ewald indicated that payment of the October installment was never received and that she had no further updates from the recipient. Tr. Warren noted that calling the loan could lead to spending good money going after bad. Member Florsheim agreed and noted that continuing to assess the 3% monthly penalty was the way to go and reconsider calling the loan in the future. Member Krouse also expressed a desire to let this go its natural course for now to see how the business fares.

Member Krouse motioned not to call the loan at this time but to continue to seek repayment of the loan with 3% monthly penalty and reconsider in three months. Seconded by Member Dawson. Vote 7-0.

5. Review of PDD and BID monthly reports.

Development Director Griepentrog and Executive Director Lang provided updates to the CDA of their monthly activities. The CDA discussed the status of the redevelopment of the former Sendik's property into an Ascension health care clinic, specifically questioning whether or not the clinic would seek tax-exempt status. Member Dawson indicated that a Payment In Lieu of Taxes should be sought if they do. Village Manager Ewald indicated that she would reach out to Ascension to discuss.

6. Adjournment.

Member Florsheim moved to adjourn the meeting at 9:15 a.m., seconded by Member Krouse. Vote 7-0.

Recorded by,

Bart Griepentrog, AICP
Planning & Development Director

Community Development Authority - 3Q 2018 Financial Report

Account Number	Account Name	2017 Actual	2018 YTD 9/30	2018 Projected	2018 Budget	2019 Proposed Budget	Projected as a % of Budget	2018 Notes
Revenues								
700-6800-48110	Loan Interest Income	15,228	6,018	8,036	8,036	\$ 6,729	100.0%	Business Loans
700-6800-48900	Miscellaneous Revenues	1,700	-	-	-	-	0.0%	
Total Revenue		16,928	6,018	8,036	8,036	6,729	100.0%	
Expenditures								
700-6800-52100	Program Administration Fees	7,700	-	7,700	7,700	\$ 7,700	100.0%	Village Staff / Façade Admin
700-6800-52120	Professional Fees - Legal	1,414	-	-	2,000	2,000	0.0%	
700-6800-52130	Professional Fees - Financial	5,108	368	8,500	5,000	5,000	170.0%	Audit / Ehlers / Annual CDA report
700-6800-52920	Assessment & Planning	-	-	-	5,000	5,000	0.0%	
700-6800-53120	Copy & Printing Costs	-	-	-	1,000	1,000	0.0%	
700-6800-53130	Postage & supplies	-	-	-	1,000	1,000	0.0%	
700-6800-53140	Communications / Education	-	59	5,909	5,000	5,000	118.2%	
700-6800-54620	Loan Program costs	516	120	200	3,000	3,000	6.7%	
700-6800-54630	Façade Program costs / Grants	14,738	2,520	3,500	30,000	30,000	11.7%	\$1,500 Façade Grant (Laga)
700-6800-54650	Business Recruitment	2,535	2,680	4,000	8,000	8,000	50.0%	
700-6800-54660	Developer Recruitment	222	555	1,000	2,000	2,000	50.0%	
Total Expenditures		32,233	6,302	30,809	69,700	69,700	44.2%	
Net Change in Fund Balance		(15,305)	(284)	(22,773)	(61,664)	(62,971)		
Beginning Fund Balance		1,237,742		1,222,436	1,222,436	1,199,663		
Restricted for Façade Program		315,262		311,762	285,262	255,262		
Restricted for Loan Program		616,657		624,493	621,693	625,422		
Restricted for other CDA activities		290,517		263,408	253,817	256,008		
Ending Fund Balance		\$ 1,222,436		\$ 1,199,663	\$ 1,160,772	\$ 1,136,692		
Current Business Loan outstanding balances		279,142	\$ 243,475	\$ 236,205	\$ 236,296			
Available Business Loan funds		\$ 337,515	\$ 373,182	\$ 388,288	\$ 385,397			

Village of Shorewood CDA

9/30/2018

BUSINESS LOAN SUMMARY

<u>Borrower</u>	<u>Amount Loaned</u>	<u>Closing Date</u>	<u>Final Pay Due</u>	<u>2018 Beginning Balance</u>	<u>2018 anticipated payments</u>	<u>anticipated Ending Balance</u>
2510 E. Capitol LLC (Mark Sweet)	100,000	11/5/2009	12/1/2019	73,427	3,344	70,083
North Star Bistro (Mike Stoner)	102,500	9/30/2010	10/1/2020	46,390	10,765	35,625
Kensington Liquor (Keith Marquardt)	24,195	3/20/2013	4/1/2020	10,579	4,592	5,987
Northwoods (Patrick Bieser)	<u>179,779</u>	<u>7/1/2014</u>	<u>8/1/2023</u>	<u>148,746</u>	<u>24,145</u>	<u>124,601</u>
Total				279,142	42,846	236,296

FAÇADE PROGRAM

<u>Borrower</u>	<u>Amount Requested</u>	<u>Application Date</u>	<u>Grant Date</u>	<u>Amount Disbursed</u>
Structural Elements (Luke Laga) 4529 N. Oakland Ave.	1,500	11/8/2017	1/18/2018	1,500
Blues Egg 4195 N. Oakland Ave.	12,000	1/18/2018	pending	
Stone Creek Coffee 4106 N. Oakland Ave.	4,333	2/26/2018	pending	
Powercycle 4521 N. Oakland Ave.	1,680	2/26/2018	pending	
Total	19,513			1,500

EXPENDITURE REPORT FOR VILLAGE OF SHOREWOOD
 Balances as of 12/31/2018

Fund 700 - Community Development Authority

GL Number	Description	2018 Amended Budget	YEAR-TO-DATE THRU 12/31/18	Available Balance	% Used
Expenditures					
Department 6800: CDA Activities					
700-6800-52100	Program Administration Fees	0.00	0.00	0.00	100.00
700-6800-52120	Professional Fees Legal	0.00	0.00	0.00	100.00
700-6800-52130	Professional Fees Financial				
05/31/2018	AP EHLERS & ASSOC., INC./Professional Fees Financial		367.50	Inv #: '77110' Vendor '0205'	
700-6800-52130	Professional Fees Financial	0.00	367.50	(367.50)	100.00
700-6800-52920	Surveys/Studies & Plans	0.00	0.00	0.00	100.00
700-6800-53120	Copy & Print Costs	0.00	0.00	0.00	100.00
700-6800-53130	Postage/Mailings	0.00	0.00	0.00	100.00
700-6800-53140	Communications/Education				
01/31/2018	AP SQ *STONE CREEK COF SHOREWOOD/Coffee for CDA meetings-r		59.00	Inv #: '01/24/2018' Vendor 'MISC CC'	
08/15/2018	JE RECORD 2018 CDA SWTDY CONTRIBUTION		5,850.00	JE: '0' Ref Num1: '4051'	
700-6800-53140	Communications/Education	0.00	5,909.00	(5,909.00)	100.00
700-6800-54620	Loan Program Expenses				
03/31/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Loan Program Expens		30.00	Inv #: '61' Vendor '0629'	
07/01/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Loan Program Expens		60.00	Inv #: '2ND QTR 2018' Vendor '0629'	
09/30/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Loan Program Expens		30.00	Inv #: '3RD QYR 2018' Vendor '0629'	
700-6800-54620	Loan Program Expenses	0.00	120.00	(120.00)	100.00
700-6800-54630	Façade Program Grants				
01/16/2018	AP LAGA, LUKE/Façade Program Grants		1,500.00	Inv #: '1 5 18' Vendor 'MISC'	
03/31/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Façade Program Gran		405.00	Inv #: '61' Vendor '0629'	
07/01/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Façade Program Gran		405.00	Inv #: '2ND QTR 2018' Vendor '0629'	
09/30/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Façade Program Gran		210.00	Inv #: '3RD QYR 2018' Vendor '0629'	
700-6800-54630	Façade Program Grants	0.00	2,520.00	(2,520.00)	100.00
700-6800-54650	Business Recruitment				
03/31/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Business Recruitmen		735.00	Inv #: '61' Vendor '0629'	
07/01/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Business Recruitmen		345.00	Inv #: '2ND QTR 2018' Vendor '0629'	
09/30/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Business Recruitmen		1,680.00	Inv #: '3RD QYR 2018' Vendor '0629'	
700-6800-54650	Business Recruitment	0.00	2,760.00	(2,760.00)	100.00
700-6800-54660	Developer Recruitment				
03/31/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Developer Recruitme		105.00	Inv #: '61' Vendor '0629'	
07/01/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Developer Recruitme		90.00	Inv #: '2ND QTR 2018' Vendor '0629'	
09/30/2018	AP SHOREWOOD BUSINESS IMPROVEMENT DIST/Developer Recruitme		360.00	Inv #: '3RD QYR 2018' Vendor '0629'	
700-6800-54660	Developer Recruitment	0.00	555.00	(555.00)	100.00
Total - Dept 6800		0.00	12,231.50	(12,231.50)	100.00
Total Expenditures		0.00	12,231.50	(12,231.50)	0.00



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Discuss RFP scope for transportation and parking analysis.

Date: November 28, 2018

Presenter: Bart Griepentrog, AICP

Department: Planning and Development

Overview – Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues.

A village-wide transportation and parking analysis was identified within the Village Board’s 2018 prioritization exercises as a top initiative for 2019. Following approval of the 2019 budget, which allocated \$50,000 to the project, a draft Request for Proposal (RFP) has been developed for discussion. The goal of the discussion is to confirm the Project Scope to ensure that all expected components will be covered and verify all expected deliverables. The RFP has been drafted with a request to identify costs per task, so that a selection can be made based on available budget, if necessary.

The tasks have generally been outlined as follows:

- Street Classification and Circulation
- Traffic Controls and Calming
- Bike, Pedestrian and Transit Accommodations
- Infrastructure Conditions and Maintenance
- Green Infrastructure
- Design, Approval and Implementation
- Metro Market Redevelopment Circulation Study
- Commercial Parking Analysis
- Municipal Parking Analysis
- Residential Parking Analysis
- Public Engagement
- Plan Development, Approval and Implementation

The RFP has been drafted with these general topics, understanding that specific requests will need to be addressed within their corresponding sections. However, if any specific requests warrant enough attention to be called out within the RFP, such as the Metro Market Redevelopment Circulation Study, then discussion should identify those at this point.

The project will be coordinated by the Planning & Development Director as the main point of contact to the consultant. A “working group” consisting of staff, appointed officials, the BID, School District and elected officials will be created to guide local discussion and review draft plan components. Based on the timing of the project, monthly participation from the working group is expected. Confirmation of that “working group” will take place prior to commencement of the contract.

The RFP includes a requirement for Public Engagement, but has been drafted to allow the consultant to identify their preferred quantity and methodology. The individual public engagement plans will be reviewed as part of

the selection process. However, if the Village Board has specific expectations for public engagement to include as a minimum standards, those may be discussed at this meeting.

Vision 2025 Plan – If this item is addressed in the [Vision 2025 Plan](#), please include in what ways. If not applicable, N/A should be entered in this space.

Numerous elements of the Vision Plan correspond to the expected scope of the Transportation and Parking Analysis, specifically including the following:

- Safe, friendly neighborhoods
- Thriving local businesses
- Strong multi-modal transportation infrastructure
- An ecologically-responsible community
- Well maintained public infrastructure
- Well governed community with civic participation and a long-range view of the future.

Sustainability – If this item is addressed in the [Sustainability Action Plan](#) or has long-term sustainability impacts, please include and describe how it will impact the natural environment. If not applicable, N/A should be entered into this space.

This analysis will help the Village to better implement human-scaled development; prioritize bike, pedestrian and traffic accommodations; develop green infrastructure; and, ultimately reduce dependence on and limit damaging impacts on natural resources.

Action Required / Recommended – Please include the recommended motion or required action for this agenda item.

This item is being on the Committee of the Whole agenda for discussion only. Staff is hoping to gather input to refine the RFP, if/as desired, in preparation for consideration on the Village Board agenda in the near future.

Fiscal Note / Budget Impact – Please include the budget impact for this agenda item.

The Village Board allocated \$50,000 for this project in their budget, which had initially been estimated at \$90,000. The parking utility (\$10,000) and CDA (\$30,000) were mentioned for potential contributions, but neither have been confirmed to date.

Attachments – Please list the following attachments and supporting documents for this agenda item.

1. Request for Proposal – Village of Shorewood – Transportation and Parking Analysis



DRAFT

Request for Proposal – Issued 01/07/19

VILLAGE OF SHOREWOOD – TRANSPORTATION AND PARKING ANALYSIS

Proposal Requested

The Village of Shorewood is seeking a consultant to comprehensively review its existing built-environment and regulations pertaining to transportation facilities and parking provisions in relation to economic and environmental sustainability, market conditions and “complete street” best practices. Upon review and contextual analysis, public engagement will be anticipated for both education and expectations, prior to the development of implementation recommendations.

Project Background

The village of Shorewood, Wisconsin (population 13,315 – 1.2 sq. miles) is located within Milwaukee County’s North Shore communities. It is a completely built-out, first-ring, urban suburb of the city of Milwaukee that is amongst the most densely developed municipalities in the state of Wisconsin. There are approximately 28 miles of roadway within the village serving 6,453 housing units, 53.4% of which are renter occupied. The village is adjacent to the University of Wisconsin-Milwaukee, which also impacts parking demands. The Village also maintains two commercial corridors (N. Oakland Ave. and E. Capitol Dr.) that have significant multi-story office, residential and mixed-use properties.

In 2018, the Village Board of Trustees undertook a prioritization process based on its current vision to identify current needs, and a transportation and parking analysis was selected as a top priority. Within that discussion, it was noted that over time numerous projects and requests have been implemented to fix changing development patterns and market demands. However, those projects and requests were often performed without understanding or acknowledging how they would impact other areas of the village. It is hoped that through this comprehensive study the Village can develop a guide to reference as projects are requested and elected for implementation.

The Village anticipates creating a working group of stakeholders to help guide the process, gather and disseminate information. Communication with and to the working group through the project leader should be anticipated throughout the project. The stakeholder group will likely consist of staff (Customer Service, Planning, Department of Public Works, Police and Senior Services), citizen board members (Community Development Authority, Conservation Committee, Elder Services Advisory Board, Pedestrian and Bicycle Safety Committee, and Plan Commission) representatives from the Business Improvement District and School District, and elected officials.

Estimated Timeline

The Village anticipates that this analysis can be undertaken in the spring and summer of 2019 with approval prior to the discussion and adoption of the Village's 2020 budget. Details of the RFP timeline are noted below.

Deadline for proposal questions and notice of interest	January 18, 2019
Proposal question responses emailed to consultants of interest	January 23, 2019
Proposals due	January 25, 2019
Firms notified of interview (if needed)	February 1, 2019
Interviews (if needed)	February 5-12, 2019
Village Board approval of contract	February 18, 2019

The above schedule for review by the Village is subject to change. The Village does not anticipate the need to conduct interviews for this RFP process; however, should staff determine there is a need, firms will be notified on the date noted above. The Village will not be legally obligated to adhere to the dates for interviews, recommendations and award. Interviews will be with staff and the Board chairperson of the recommending Board Committee.

Project Scope

Task 1 Transportation Analysis

- A. Street Classification and Circulation
 - 1. Document and review existing transportation conditions and circulation patterns
 - a. Traffic counts
 - b. Speed zones
 - c. Signage and wayfinding
 - 2. Identify and review special areas of attention (school zones, one-way streets, high traffic, safety issues, etc.)
 - 3. Recommend a street classification system and areas for discussion of circulation modifications
- B. Traffic Controls and Calming
 - 1. Identify designs for traffic controls and calming based on proposed street classifications and context (school zones, for example)
 - 2. Recommend a process by which requests are evaluated to determine whether or not a request is granted approval for implementation
- C. Bike, Pedestrian and Transit Accommodations
 - 1. Review existing accommodations and plans
 - a. Bike (including connections to regional trails and sharing systems)
 - b. Pedestrian
 - c. Transit (stop locations and amenities)
 - 2. Identify potential modifications, additions or priority improvements
- D. Infrastructure Conditions and Maintenance
 - 1. Review existing transportation infrastructure conditions and proposed maintenance plans schedules
 - 2. Within the context of existing plans, identify modifications or priority improvements, incorporating possible circulation, traffic controls or calming, or bike/pedestrian/transit accommodations
- E. Green Infrastructure
 - 1. Review green infrastructure installations, plans and capabilities
 - 2. Identify contextual possibilities and priority improvements based on anticipated impacts

- F. Design, Approval and Implementation
 - 1. Document existing review, approval and implementation processes for transportation and infrastructure improvements
 - 2. Recommend process for public involvement and requests

Task 1.1 Metro Market Redevelopment Circulation Study

- A. Review traffic circulation within the parking structure and surrounding the redevelopment and recommend proposed improvements, if any.

Task 2 Parking Analysis

- A. Commercial District
 - 1. Review existing commercial district parking provisions, regulations and agreements, for both customers and employees
 - a. Identify inventory gaps and solutions
 - b. Regulation modifications
 - c. Market fee adjustments (potential assessments or parking meters)
- B. Municipal
 - 1. Review inventory of municipal parking provisions, regulations and fees
 - 2. Provide recommendations to any changes
- C. Residential Districts
 - 1. Review existing residential district parking provisions, regulations and fees
 - a. Commuter Impact Areas
 - b. Commercial Impact Areas
 - c. Special Permits (ADA or hardship)
 - d. Night Parking
 - 2. Provide recommendations to any changes, based on inconsistencies, best practices, public input or revenue/fee implications
 - 3. Provide recommendation on evaluation of requests for no parking or other requests
- D. ADA
 - 1. Provide the legal requirements and any recommendations for providing on street ADA parking, including a process for evaluating and implementing resident requested ADA on street parking accommodations
 - 2. Provide the legal requirements and recommendations on permitting temporary ADA parking accommodations , including a process for evaluating and implementing resident requested ADA temporary on street parking accommodations

Task 3 Public Engagement

- A. Review 2019 community survey and incorporate relevant feedback
- B. Work with working group to implement a public engagement strategy, including outreach to citizen committees
- C. Create materials for information dissemination and engagement
- D. Incorporate feedback and ideas into Traffic and Parking Analysis

Task 4 Summarize Findings and Recommendations, Approval and Implementation

- A. Prepare report of findings and recommendations based on items identified in Tasks 1 and 2
- B. Incorporate user-friendly maps and diagrams, including GIS data for the Village’s online mapping system
- C. Present findings and recommendations to working group and Village Board

Proposal Content

The proposal should not exceed 20 single-sided pages and should address the following:

1. Transmittal Information.
 - a. Firm's name, address, telephone number and contact person.
 - b. Firm's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.

2. Approach.
 - a. Provide a description of the anticipated analysis, planning and recommendation efforts.
 - b. Identify your expected Public Engagement plan, including number and purpose of meeting or other efforts
 - c. Outline your proposed staffing levels and activities.
 - d. Provide estimated hours for all tasks.

3. Personnel Experience. For each project team member please submit a BRIEF description of the following:
 - a. Name
 - b. Proposed responsibilities
 - c. Professional registrations
 - d. Description of related past experience, particularly experience of a similar capacity on projects of comparable size and/or scope

4. Previous work samples.
 - a. Provide examples of previous, related work. Full documents may be attached as appendices, as necessary.

5. Cost.
 - a. Provide a cost "not to exceed" per task and sub-tasks (i.e. 1A) along with an hourly rate for each project team member working on those tasks and a detailed analysis of the expected hours by task and position to satisfactorily perform the scope of services.
 - b. Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the hourly rates.
 - c. Describe the circumstances under which you would propose to modify the fees, including the rate at which the Village would be charged for additional work, and how you would communicate such a potential modification to the Village of Shorewood.

6. Contract
 - a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.

7. Insurance
 - a. The proposal must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.

Terms and Conditions

Payment Terms

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement. Payment will be issued based on monthly invoices for payment based on an hourly rate and identification of percentage of tasks completed.

Insurance

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an Independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period

The term of this contract will be specified in the contract based on the expected timeline to complete the required analysis and plan document.

Termination of Contract

To be defined in the contract.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm’s technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

Selection Criteria

Village staff will consider the following in evaluation of the proposals:

1. Quality and content of the written proposal.
2. Experience and technical competence of the consultant and project team assigned to the project.
3. Familiarity of the consultant with the types of issues typically encountered on projects such as this and the recommended alternatives to address such issues.
4. General understanding of and agreement with the consultant’s approach to the project, including public engagement and the Village’s confidence in the consultant’s ability to satisfactorily perform the work.
5. Ability to complete the project within the necessary time frame.
6. Cost.

Instructions to Firms

Submittal Instructions

1. Please provide one (1) digital copy of the proposal to:
Bart Griepentrog, AICP, Planning & Development Director
bgriepentrog@villageofshorewood.org
Identify proposal name into subject line of the email:
Transportation and Parking Analysis
Deadline:
4:30 PM CST
Friday, January 25, 2019

2. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
3. Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. Depending on cost, the Village may opt to remove portions of the scope, prior to the contract period. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

Amendments

Amendment of proposals may be done as follows:

By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

Contract Administration

The staff member is the primary contact for contract administration of this proposal:

Bart Griepentrog, AICP, Planning & Development Director
bgriepentrog@villageofshorewood.org
(414) 847-2647

In the absence of the primary contract, the secondary contract for contraction administration is:

Rebecca Ewald, Village Manager
rewald@villageofshorewood.org
(414) 847-2701

- END DOCUMENT -



Planning & Development Department – CDA Report

November 30, 2018

I. BUSINESS/DEVELOPMENT

- a. Met with two village residents on November 7 who are interested in opening supportive housing for independent adults who need assistance. They would also be interested in integrating these units into other developments.
- b. The Design Review Board approved plans on November 15 for exterior modifications at the former Goldi's building at 4114 N. Oakland Ave. in preparation of the building's conversion into a daycare to be called Casa de Corazon.
- c. Village President Rozek, Chair Hammond, Village Manager Ewald, Executive Director Lang and Development Director Griepentrog met on November 19 with representatives from Colliers who are administering a Request for Proposal on behalf of North Shore Bank to seek potential redevelopment or occupancy of their former location at 4414 N. Oakland Ave.
- d. Received plans for exterior modifications of former Sendik's building to convert into an Ascension health care clinic at 4023 N. Oakland Ave. Plans to be reviewed by the Design Review Board on December 6.

II. EVENTS/UPDATES

- a. Attended the Fair Housing Training Seminar for rental property owners and managers in Shorewood on Wednesday, November 7 from 5:30 pm to 7:30 pm at the Shorewood Village Center.
- b. Attended Workshop for Zoning Boards of Appeals and Adjustments with BOA Chair Paulson on November 14. Topics discussed included legal requirements for variances and administrative appeals of development decisions.
- c. The Village is recruiting participants for its [2019 Citizens Academy](#). Committee members are recommended to consider attending or promoting the program to interested residents.
- d. Grand Opening celebration on December 1 for PowerCycle at 4521 N. Oakland Ave. www.fueledbypower.com

III. GRANTS/LOANS

- a. Village Board voted to suspend the Neighborhood Improvement Loan on November 5. Based on proposed 2019 work plans, the Planning and Development Department projects taking a closer look at the program in spring.
- b. PowerCycle was approved for a \$1,680 design and sign grant for 4525 N. Oakland Ave.

Prepared By:

A handwritten signature in blue ink that reads "Bart Griepentrog". The signature is written in a cursive, flowing style.

Bart Griepentrog, AICP
Planning & Development Director