# City of Rhinelander Common Council

Oneida County, Wisconsin

Alderperson _____, supported by Alderperson _____, made a motion to adopt the following resolution:

**RESOLUTION NO. 2024-16**

**APPROVING THE PROPOSAL FROM DESIGNTECH FOR DESIGN CONSULTING SERVICES RELATED TO A PROPOSED MUNICIPAL COMPLEX FOR THE SUM OF $1,500.00.**

**WHEREAS,** in late 2023, the Fire Chief reported that the fire department building is beginning to have serious issues in various areas of the building – failures in the floor throughout the building, in the roof, and in other areas have been discovered; and

**WHEREAS,** the Fire Chief, Brian Tonnancour, began looking into the feasibility of the future construction of a municipal complex, one that could hold the Fire Department, Police Department, and City Administrative Offices; and

**WHEREAS,** while conducting this preliminary research, the Fire Chief and City Administrator have sought assistance with navigating the particulars of both the funding and building of such a structure in the future; and

**WHEREAS**, DesignTech, a local company based in Rhinelander, has provided a proposal for assisting in the process of developing criteria for future needs, assistance in the solicitation of engineers and architects, and the development of a Request for Information for distribution to potential grant research firms. A copy of this proposal is attached to this resolution; and

**WHEREAS**, the proposed cost of this service is $1,500 and will be appropriated from the City's American Rescue Plan Act funds.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The City of Rhinelander Common Council approves the proposal from DesignTech for design consulting services related to a proposed municipal complex for the sum of $1,500.00.
2. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, are rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

Dated: February 12, 2024

_____

Austyn Zarda, City Clerk

# PROPOSAL FOR DESIGN SERVICES

Project: Grant Research & Consulting
Rhinelander, WI
To: Patrick Reagan, City Administrator

Date: December 18, 2023
A/E Project Number: 23014
Company: City of Rhinelander

## 1.0 PROJECT DESCRIPTION

The Client, the City of Rhinelander, is considering the construction of a new public safety building that would consolidate Fire, Police, EMS, and City Hall. In consideration of funding sources, the City is searching for a firm that performs grant research and grant writing.

To assist in this process DesignTech proposes to act as a consultant to develop criteria for selection, solicit vendors and develop an RFI for distribution to potential grant research firms.

## 2.0 SCOPE OF SERVICES

2.1. Discuss opportunities with potential candidates or firms.
2.2. Assist in developing and maintaining candidate list.
2.3. Assist in the development of selection criteria.
2.4. Prepare Request for Proposal for candidate selection.

## 3.0 EXCLUSIONS

3.1. Grant writing and grant applications.

## 4.0 PROJECT SCHEDULE

4.1. Proceed with design services immediately upon authorization and receipt of signed agreement.

## 5.0 COST OF SERVICES

5.1. We propose to provide services as described in section 2.1 on a time and material basis. Estimate of services shall be $1500.00.

DESIGNTECH
2594 Ryan Rapids Bluff
Rhinelander, WI 54501
Ph. 715-572-7061

**6.0 EXECUTION**

This Agreement entered into as of the day and year first written below.

| Client | Consultant |
|---|---|
| _____ |  |
| Mr. Patrick Reagan<br>City Administrator<br>City of Rhinelander<br>135 South Stevens Street<br>Rhinelander, WI 54501<br>715-365-8600<br>preagan@rhinelanderwi.us | Brian Knutson<br>Principal<br>DesignTech<br>2594 Ryan Rapids Bluff<br>Rhinelander, WI 54501 |
| _____<br>Date | 02-07-24<br>Date |

If this Proposal is acceptable to you, please sign and return one copy of this Proposal to **DesignTech**.

☐ Attachments –

Prepared by: Brian J. Knutson Date: December 18, 2023

Copies: ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☒ File

# City of Rhinelander Common Council

Oneida County, Wisconsin

Alderperson _____, supported by Alderperson _____, made a motion to adopt the following resolution:

**RESOLUTION NO. 2024-17**

**APPROVING THE PROPOSAL FROM VIERBICHER FOR PUBLIC FUNDING INVESTIGATION AND PLAN IMPLEMENTATION FOR A PROPOSED MUNICIPAL COMPLEX**

**WHEREAS,** in late 2023, the Fire Chief reported that the fire department building is beginning to have serious issues in various areas of the building – failures in the floor throughout the building, in the roof, and in other areas have been discovered; and

**WHEREAS,** the Fire Chief, Brian Tonnancour, began looking into the feasibility of the future construction of a municipal complex, one that could hold the Fire Department, Police Department, and City Administrative Offices; and

**WHEREAS,** while conducting this preliminary research, the Fire Chief and City Administrator have sought assistance with navigating the particulars of both the funding and building of such a structure in the future; and

**WHEREAS**, as the funds required for this type of proposed project will almost certainly involve grants and loans, for which the application and submittal is a very intensive project that requires vast experience, understanding, and the ability to write successful applications, the City has sought proposals for this work; and

**WHEREAS,** the City has received a proposal from Vierbicher to perform a preliminary public funding investigation and implementation strategy as well as a pre-application funding investigation for a base charge of $3,000.00. The funds for this work shall be appropriated from the City's American Rescue Plan Act funds. A copy of this proposal is attached to this resolution; and

**WHEREAS**, should funding be found to be available and the Council decides that this project should move forward after a successful preliminary stage, Vierbicher can, at an additional cost, submit grant and loan applications to various agencies for construction funding. These potential costs are listed in the attached proposal.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The City of Rhinelander Common Council approves proposal from Vierbicher for public funding investigation and plan implementation for a proposed municipal complex.
2. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, are rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

Dated: February 12, 2024

_____

Austyn Zarda, City Clerk

vierbicher
planners | engineers | advisors

## Proposal to Provide Professional Consulting Services for

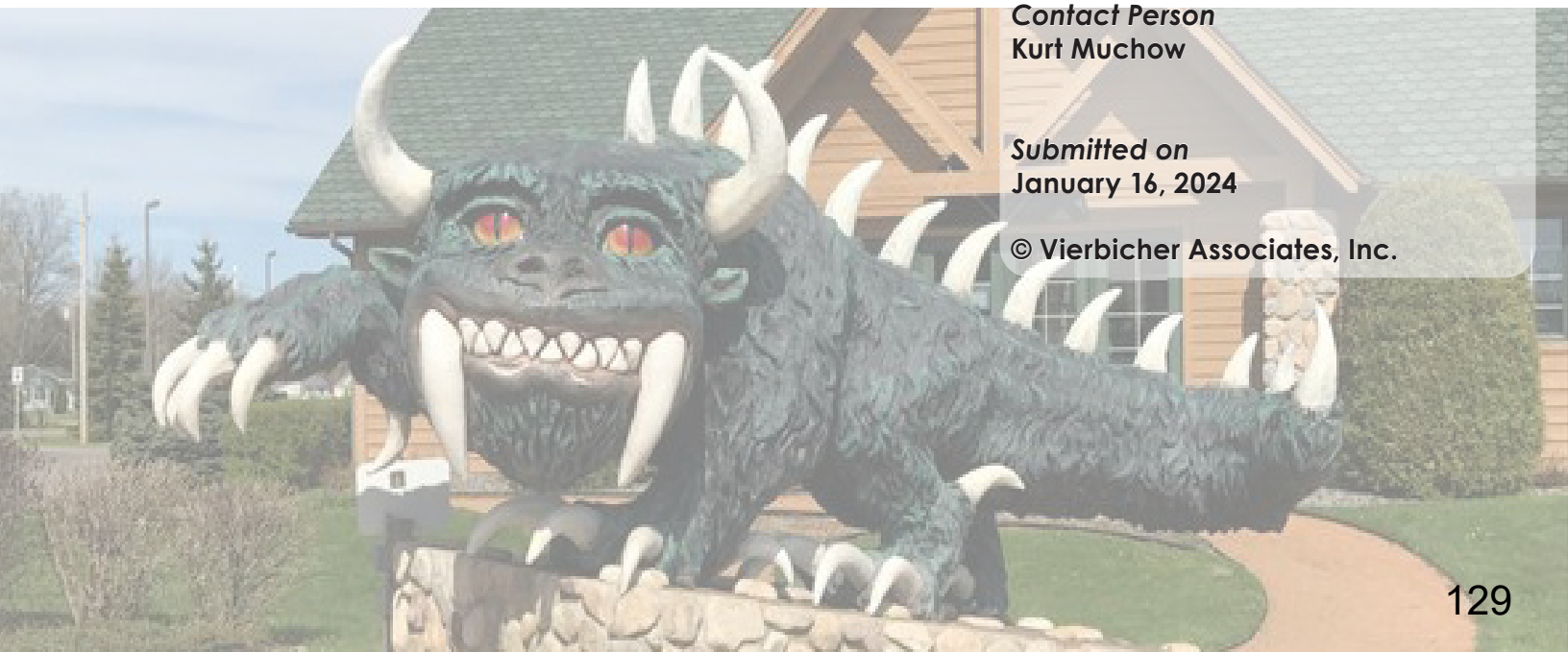
# City of Rhinelander




*Prepared For*
Kris Hanus, Mayor
City of Rhinelander
135 South Steven Street
Rhinelander, WI 54501

*Prepared By*
Vierbicher
201 E Main Street
Suite 100
Reedsburg, WI 53959

Phone: (608) 524-6468



*Contact Person*
Kurt Muchow

*Submitted on*
January 16, 2024

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vierbicher
planners | engineers | advisors

201 E Main Street, Suite 100
Reedsburg, WI 53959
(608) 524-6468 phone
(608) 524-8218 fax
www.vierbicher.com

January 16, 2024

Kris Hanus, Mayor
City of Rhinelander
135 South Steven Street
Rhinelander, WI 54501

RE: Proposal for Public Funding Investigation & Recommendation
Public Safety Building

Dear Mayor Hanus:

On behalf of the Vierbicher team, it is our pleasure to present our proposal to provide Professional Consulting Services to assist with investigating public funding options for the proposed Rhinelander Joint Public Safety Building.

Vierbicher has assisted our municipal clients with securing public funding for over 40 years. During that time, we have obtained over $125 million in grants, which have included several similar municipal building projects. We will bring this experience to your project.

Vierbicher if familiar with Rhinelander having worked with the City on several projects in the past including:

- A successful $15,000 CDBG Planning Grant Application for the Downtown ED Planning.
- Preparation of the Rhinelander Downtown Economic Development & Streetscape Plan.
- A successful $500,000 CDBG Public Facilities Grant Application for Downtown Streetscape.
- Design of the Downtown Streetscape Improvements.
- Construction supervision for the Downtown Streetscape Improvements.

We have enjoyed working with the City in the past and we would welcome an opportunity to work with the City on this project.

We have included information on our company, our experience and a proposal to provide the requested services. We are grateful to be considered by the City, and if selected, the City will find us to be an experienced, communicative, enthusiastic partner helping you serve the City and its residents.

We look forward to presenting our team to you. Please do not hesitate to contact us to answer any question you may have or to coordinate a face-to-face meeting.

Sincerely,

Kurt Muchow
Senior Community Development Consultant
(608) 963-6594
kmuc@vierbicher.com

Andrew Kurtz
Planning & Community Dev Mgr / Authorized Agent
(608) 402-6387
akur@vierbicher.com

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# Municipal Services



STOUGHTON, WI

## Enhancing the communities in which we work.

Vierbicher opened in 1976 with a mission to enhance Wisconsin municipalities and their residents' quality of life. Today, more than 45 years later, our multi-faceted team continues to help Wisconsin villages, towns and cities meet their unique development and revitalization goals — all with the least impact possible to taxpayers.

Working alongside engaged citizens and community leaders, we develop realistic, implementable plans and offer a wide range of municipal services to make projects a success.

*"Vierbicher has been an integral partner in our community's growth. Their planning, engineering, and public funding services have resulted in business park expansion and overall better amenities for our residents."*

Sam Blahnik
*Former DeForest Community Development Director*



WISCONSIN DELLS, WI

**SERVICES**

- Municipal Engineering
- Grants & Tax Incremental Financing
- Community Development
- Planning & Zoning
- Surveying
- Water Resources
- GIS
- Landscape Architecture

# Municipal Building Funding Experience




VIROQUA CITY HALL (PHOTO CREDIT: JAKE ROSTERMUNDT)

## Fulfilling your goals with flexible funding options.

Aggressive and creative use of public funding programs can be the key to a viable project. With more than 45 years of experience, Vierbicher has developed an excellent track record for securing funding by utilizing a variety of state and federal grant programs.

Vierbicher has a long history of assisting clients with access to public financial assistance programs. We have assisted our clients to obtain over $120 million in grant funds. Our grant application success rate is over 85%.

### FUNDING SERVICES

- Capital Improvements Planning
- Funding Research & Analysis
- Grant & Subsidized Loan Applications
- Grant & Loan Administration
  - Record Keeping & Reporting
  - Environmental Review
  - Financial Management
  - Labor Standards

### MUNICIPAL BUILDING PROGRAMS

- CDBG Public Facilities
- CDBG Emergency Assistance
- USDA Community Facilities
- FEMA HMGP Safe Room Program
- HUD Community Projects Funding

### FUNDING PROJECT EXPERIENCE

- Gays Mills Municipal Building - (Village Hall, Library & Community Center)
- Gays Mills EMS
- Rock Springs Municipal Building (Village Hall, Library, Comm. Center & Fire station)
- Viroqua City Hall
- Viroqua Fire Station
- Prairie du Chien Fire Station
- Linden Municipal Building (Village Hall, Police, Fire & Comm. Center)
- Tigerton Public Works
- Ontario Community Center

# Viroqua City Hall & Fire Station




**CLIENT**
City of Viroqua

**LOCATION**
Viroqua, WI

**PROJECT SERVICES**
- Funding Investigations
- Blight Determination
- RDA Creation
- Grant & Loan Applications
- Environmental Review
- Grant & Loan Administration
- Site Design



**City Hall Project**
The City of Viroqua completed construction of a new 8,435 SF City Hall in 2023. The building includes city administrative offices, council chambers, and a community safe room.

Due to the project size and the City's general obligation borrowing and levy limitations, the City had the Viroqua Redevelopment Authority (RDA) own the building and lease it to the City. Using this approach, the RDA was able to use Lease Revenue Bonds through the USDA Rural Development Community Facilities program to fund the project. In addition, the project included a public storm shelter, which was partially funded with a FEMA Community Safe Room grant. Funding sources for the $3,173,000 project is summarized below:

- USDA Rural Development Comm. Facilities Loan = $2,673,000
- FEMA Community Safe Room Grant = $500,000

**Fire Station Project**
The City of Viroqua will be constructing a new 26,000 SF fire station is 2024. The City received a Congressionally Directed Funding award in the amount of $5.250,000, which is coming through the USDA Rural Development Community Facilities program. The remaining funds will be from a General Obligation Bond issued by the City. Funding sources for the $8,585,000 project is summarized below:

- USDA Rural Development Community Grant = $5,250,000
- General Obligation Loan = $3,070,000

# Rock Springs Municipal Building



**CLIENT**
Village of Rock Springs

**LOCATION**
Rock Springs, WI

**PROJECT SERVICES**
- Funding Investigations
- Grant & Loan Applications
- Environmental Review
- Grant & Loan Administration
- Site Design



In conjunction with the Village's flood recovery project, Rock Springs constructed a new municipal building outside of the floodplain to replace their previous facility that with prone to flooding. The new 8,200 SF municipal building includes the village hall, library, community center, fire station and public works shop.

Rock Springs used multiple funding programs to cover the cost of the $2.116 million project.

**Public Funding Sources**
- CDBG Emergency Assistance Grant = $819,000
- CDBG CLOSE Grant = $325,000
- FEMA HMGP Public Assistance Grant = $300,000
- USDA Rural Development Comm. Facilities Grant = $250,000
- Library Fundraiser = $100,000
- Village Loan = $322,000

# Gays Mills Municipal Building




**CLIENT**
Village of Gays MIlls

**LOCATION**
Gays Mills, WI

**PROJECT SERVICES**
- Funding Investigations
- Blight Determination
- RDA Creation
- Grant & Loan Applications
- Environmental Review
- Grant & Loan Administration
- Site Design




In conjunction with the Village's flood recovery project, Gays Mills constructed a new municipal building outside of the floodplain to replace their previous facility that with prone to flooding. The new 14,700 SF municipal building includes the village hall, police station, library, community center and community kitchen.

Due to the project size and the Village's general obligation borrowing limitations, the Village created a Redevelopment Authority (RDA) which owns the facility and leases it to the Village. The RDA applied for USDA loan, which is being repaid using the lease payments from the Village.

The Village of Gays Mills and RDA used multiple funding programs to cover the cost of the $2.514 million project as summarized below.

**Public Funding Sources**
- CDBG Public Facilities Grant = $1,345,300
- EDA Grant = $627,200
- USDA Rural Development Comm. Facilities Loan = $541,500

# Scope of Services

## I. PROJECT UNDERSTANDING

The City of Rhinelander is evaluating the construction of a new joint pubic safey building which would be the home of the Rhinelander Police, Fire and EMS departments. The Client desires to utilize public funding programs to reduce the financial impact to the City residents. The scope of this agreement is to assist the Client to investigate public funding programs to identify an implementation strategy.

## II. SCOPE OF SERVICES

### A. General

1. Consultant shall provide professional consulting services to investigate public funding programs and make recommendations for an implementation strategy. The Consultant will work in coordination with the Client staff and other consultants.

### B. Specific Services Provided by Consultant

1. **Preliminary Public Funding Investigation & Implementation Strategy**

a) Consultant shall review information provided by the Client regarding the proposed Public Safety Building project scope and project budget.

b) Consultant will contact public funding agencies to review the proposed project and solicit input regarding the eligibility, competitiveness, and amount of potential funding. Funding programs to be investigated include

- CDBG Public Facilities (PF) Program,
- USDA Rural Development Community Facilities Program,
- FEMA Safe Room Grant Program (if applicable)
- Congressionally Directed Funding.

c) Based on input from the funding agencies, Consultant will prepare a summary of alternative funding scenarios. The summary shall include

- Estimate of the potential amount of loan and grant funds for each program,
- Identify the eligibility criteria and the City's competitiveness to secure funding,
- Implementation schedule for each alternative, including application deadlines and application requirements.

d) Review the funding summary with the Client to select the preferred funding strategy(s).

2. **Pre-Application Funding Investigations**

The preferred funding programs will need to be further investigated, to verify eligibility and/or the amount of grant funding available. The following are potential pre-application funding investigations that may need to be implemented. The Consultant shall assist with these investigations as authorized by the Client.

a) Preliminary CDBG Public Facilties Submittal

- Coordinate with the Client to compile information to enable DEHCR to conduct a preliminary analysis to determine the amount eligibility and potential of grant funds for the project.
- Coordinate with DEHCR to facilitate their analysis.

b) Preliminary USDA Rural Development Submittal

- Coordinate with the Client to compile information to enable USDA to conduct a preliminary analysis to determine the amount of loan and grant funds for the project.
- Coordinate with USDA to facilitate their analysis.

c) Preliminary FEMA Safe Room Grant Program Submittal (if applicable)

- Coordinate with the Client to compile information to enable FEMA to conduct a preliminary analysis to determine the potential amount of loan and grant funds for the project.
- Coordinate with FEMA to facilitate their analysis.

d) Contact Senator Baldwin and Representative Tiffany

- Coordinate with the Client to compile information to enable US Congressional Delegation to conduct a preliminary analysis to determine support for the project.
- Coordinate with legislative staff to facilitate their analysis.

3. **Final Funding Implementation Plan**

a) Upon completion of the pre-application funding investigations, prepare a final funding implementation plan, including recommended funding programs and a detailed implementation schedule.

b) Review the final funding plan with the Client.

## III. SCHEDULE

This Agreement assumes the construction of the Public Safety Facility improvements will be completed in 2026. The preliminary schedule for the funding process is as follows. The schedule will be reviewed and updated throughout the process.

A. Complete Preliminary Funding Investigations & Implementation Schedule.....Febuary 2024
B. Pre-application funding investigations .....February - March 2024
C. Final funding plan.....March 2024
D. Submit funding applications.....April 2024 - August 2024
E. Secure funding approvals.....July - November 2024
F. Construction.....Spring 2025

## IV. FEES

A. The estimated fees to provide the scope of services described herein is as follows. The actual fee shall be based on actual time and expenses incurred. The Vierbicher fee schedule is attached as Exhibit B.

1. Preliminary Funding Investigations & Implementation Strategy.....$ 3,000

2. Pre-application Funding Investigations

   a) CDBG Public Facilities Preliminary Submittal.....$2,500*
   b) USDA Rural Development Preliminary Submittal.....$2,500*
   c) FEMA HMGO Preliminary Submtital.....$2,500*
   d) Congressionally Directed Spending Preliminary Submittall.....$1,500*

3. Final Funding Plan & Schedule.....$1,000

*Note These investigations shall be completed if authorized by the Client.

B. These fees assume that the work will be completed within the time frame set forth herein. If significant delays to the project occur, which are not due to the negligence of the Consultant including, by way of example and not limitation, decisions of the Client, regulatory approvals, deferrals to the next construction season or calendar year, etc., the Consultant reserves the right to negotiate and adjust an appropriate change to the fees.

C. Reimbursable expenses are included in the above stated fees. When sub-consultants are required, a 10% administrative charge has been included.