



Village of Cadott
Chippewa County, Wisconsin

REQUEST FOR QUALIFICATIONS (RFQ)

for

Architectural/Engineering Services
Community Library Construction Project

Flexible Facilities Program (FFP)

November 15, 2024

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LEGAL NOTICE

VILLAGE OF CADOTT REQUEST FOR PROPOSALS

Architectural/Engineering Services for the Village of Cadott – Community Library Construction Project Cadott, Wisconsin

In accordance with the terms and conditions of this Request for Qualifications (the RFQ), the Village of Cadott and Cadott Community Library requests submission of qualifications for firms to provide Architectural/Engineering (A/E) services for the design, bidding, contract administration and closeout services for the above project.

The RFP can also be downloaded from the Village of Cadott's website at <https://www.cadottwi.com>.

Respondents are to submit qualifications as follows: **All materials must be received via email to office@villageofcadott.com no later than 2:00 p.m. on December 6, 2024.** Materials received in any other format than email, or after that date and time, will be rejected. No materials will be returned.

Please direct all questions concerning this RFP by email to the Village Clerk, April Bruhn at office@villageofcadott.com or phone at 715-289-4282. No questions concerning this RFP will be accepted after 12:00 PM on December 2, 2024. The Village of Cadott makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the Village of Cadott/Cadott Community Library has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFP and should not contact any staff or official of the Village of Cadott, nor any members of the Cadott Community Library for clarification on this RFP.

The Village of Cadott reserves the right to terminate the selection process at any time, reject any or all offers, and waive technicalities and informalities at their discretion. The Village and/or Library shall not be liable for any pre-contract costs incurred by interested firms participating in the selection process.

Invitation to Submit Qualifications

Introduction

The Village of Cadott (Village) and Cadott Community Library (Library), Chippewa County, Wisconsin, and/or its designated representative are seeking Statement of Qualifications submissions from professional Architectural/Engineering (A/E) interested in providing design, architecture, and construction administration services for the design, bidding contract administration and closeout phases for a new Community Library Construction project.

Minimum requirements include previous experience in architectural/engineering design and construction management of public libraries or similar public educational facility construction administration on a state and/or federally funded project and ability to meet the **total project and grant close out by September 30, 2026.**

The Village of Cadott–Library Construction Project consists of building a new library at the corner of Mills Street and State Highway 27. The new library facility will be 9,000 square feet in size and will cost approximately \$3.8 million. This project is made possible by a grant award from the Flexible Facilities Program (FFP) that is funded by the U. S. Department of Treasury through the American Rescue Plan Act’s Capital Projects Fund. The program is administered by the Wisconsin Division of Energy, Housing and Community Resources Department of Administration.

Contact Information

All interested persons and firms should contact April Bruhn, Village Clerk, between the hours of 8:00 AM to 12:00 PM and 1:00 PM to 4:30 PM, Monday-Friday (715)289-4282 or office@villageofcadott.com to request additional information for this RFQ, as needed. No questions concerning this RFP will be accepted after 4:30 PM, December 2, 2024.

The Village of Cadott makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the Village of Cadott has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFQ and should not contact the Village President, any Village Board members, any library committee members, or any other Village of Cadott staff for clarification on this RFQ.

The Village of Cadott reserves the right to terminate the selection process at any time, reject any or all offers, and waive technicalities and informalities at their discretion. The Village and/or Library shall not be liable for any pre-contract costs incurred by interested firms participating in the selection process.

Submission Instructions and Deadline

Qualifications must be received via **email** to office@villageofcadott.com, with the Subject of ATTN: Cadott Community Library-Flexible Facilities Program Project RFQ Review Committee no later than 2:00 PM on Friday, December 6, 2024. The Village of Cadott reserves the right to reject any and all Qualifications not meeting the requirements of this Request for Qualifications for architectural/engineering services. Any response not meeting the minimum requirements for qualifications as outlined in this request may be rejected.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact April Bruhn, Village Clerk at (715)289-4282 or at the Village office during the hours of 8:00 AM to 12:00 PM and 1:00 PM to 4:30 PM, Monday-Friday or office@villageofcadott.com.

Other Conditions of Qualifications Submittal

1. No submission will be accepted from any person, firm, or entity that is in arrears for any obligation to the Village of Cadott, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the Village of Cadott Village Board or by Village of Cadott staff.
2. All Qualifications submissions become public information and may be reviewed by anyone requesting to do so in writing at the conclusion of the evaluation process.
3. The awarded firm must agree to follow all applicable laws and regulations pertaining to the Flexible Facilities Program (FFP). Information can be found on the Wisconsin Department of Administration website Division of Energy, Housing and Community Resources to ensure appropriate compliance and funding of the project:
<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>

Scope of Services and Deliverables

Architectural services for this project will include preliminary design, final design (construction documents for state plan approval, bidding, and construction), bidding, contracting, and administering the construction phase, while ensuring FFP program requirements pertinent to the design and construction activities of the project are met. Architect/Engineer will work with the library's Building Advisory Panel and Village to develop the design.

The firm to be engaged in this project shall be expected to provide all services as necessary for the completion of the project, including but not limited to: design documents, ADA, safety, historical and environmental assessments as needed to meet state and federal regulatory compliance, preparation of permit applications, preparation of bidding plans and documents, preparation of construction contract documents and administration, construction site management, cost estimates, and closeout of the Project. The firm will be responsible for

pricing, value engineering, and maintainability and constructability issues. The firm will serve as the Village and Library's representative during all phases of planning and construction.

Procurement of said services shall be in accordance with State and Federal regulations applicable to FFP grant funding. All construction contracts will be selected by the Village of Cadott by competitive bidding per Wisconsin State Statutes.

Prepare preliminary designs including exterior design concepts with a report and drawings to identify design elements and associated cost

- Prepare a Schematic Design which includes: site plan, floor plans, and elevations
- Prior to Design Development, prepare room data sheets for every space identified in the schematic design
- Coordinate participation sessions with the public to gain input on the design, either through Village Board meetings or community meetings
- After approval of design development documents, prepare final plans and specifications to the level necessary to allow the Village to competitively bid the project. Provide hard copies and electronic files
- Construction administration including an 11th month walk-through
- Provide electronic as-built documents that incorporate all addendums and all changes made during construction
- Other elements necessary as identified by the architect for a successful, functional, and operational community center
- Hire and coordinate all design disciplines and specialty consultants, including interior design services, mechanical, plumbing, electrical, technology, structural, fire suppression, and environmental
- Prepare construction documents
- Upon approval of final contract documents, solicit bids in accordance with the FFP grant requirements
- Provide bidding clarifications, addenda, and related documentation for bidding
- Conduct a pre-bid meeting
- Evaluate and provide recommendation of responsible low bid and award
- Apply for, and acquire, state and local approvals
- Construction administration (including regular on-site meetings, and observation)
- Review submittals, shop drawing, and samples for the project
- Attend regularly scheduled construction meetings
- Confirm compliance with the contract documents and project schedule
- Submit regular update reports to the Village
- Review and manage field documentation, including shop drawing and submittal review
- Provide punch list and final walk-thru
- Issue compliance statement
- Review O&M and closeout documents
- Review "as built" drawings from contractor and deliver project closeout documents as required by the contractual requirements

Background information materials and project area/service area maps for the proposed New Library are provided in **Exhibit I** attachments.

Final plans, specifications, and bid documents will be completed within 90 days of the Notice to Proceed. Procurement of said services shall be in accordance with State and Federal regulations applicable to FFP Projects. Architects/Engineers interested in being considered for this project must submit Statement of Qualifications materials detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The objective of the competitive process is to objectively select the firm that will provide the highest quality of service. The firm judged most qualified will be asked to prepare a final proposal which will include fees for said services.

Applicable requirements must be met by the selected entity for this RFQ, and any entities awarded a contract or subcontract for the FFP Project.

The awarded firm must agree to follow all applicable laws and regulations pertaining to the Flexible Facilities Program grant (FFP). Information can be found on the WI Division of Energy, Housing and Community Resources to ensure appropriate compliance and funding of the project: <https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.asp>

Evaluation and Selection

Exhibit II, attached to this RFQ, represents the qualifications sought for the consulting architect/engineer. These minimum qualifications have been established to assure the Village of Cadott professional expertise with adequate experience to assure successful completion of the proposed project within the allocated time constraints.

Exhibit III, attached hereto, is a rating system that will be utilized for selection of the consulting architect/engineer. This rating system will be employed by the community in determining which Statement of Qualifications submission best meets the needs as outlined in this RFQ.

EXHIBIT I
FFP Grant Application

Refer to Attachments for:

Project Background Documents
Project Area/Service Area Maps

Flexible Facilities Program Application

Applicant Name: Village of Cadott

FLEXIBLE FACILITIES PROGRAM APPLICATION



The Flexible Facilities Program (FFP) (hereafter "Program") is a competitive grant program administered by the Wisconsin Department of Administration (DOA) supported by up to \$107 million in American Rescue Plan Act of 2021 (ARPA) Capital Projects Fund (CPF) federal funding allocated to the State of Wisconsin through the U.S. Department of Treasury. The Program aims to assist communities with funding facility improvements that will provide improved work, education, and healthcare monitoring capabilities and broadband access that helps address digital equity gaps experienced during and/or as a result of the COVID-19 pandemic. Highest scoring Public Library projects will receive prioritization of funding for up to \$20 million of the FFP funds available. The remaining amount of the \$107 million total FFP funds available will be awarded to the highest scoring projects, regardless of category, that include the construction of, expansion, or renovation to a Public Library, Community Center or Multi-purpose Community Facility and meet the requirement of providing high speed internet and other digital connectivity equipment/devices that will enable work, education, and healthcare monitoring.

Wisconsin local governments or Indian Tribes are eligible to apply for funding to build or improve capital asset facilities and acquire and install digital connectivity equipment and devices that will provide improved broadband access and enable work, education, and healthcare monitoring capabilities. This includes locations that offer public library services. Public places providing academic, cultural, educational, or social services, such as senior citizen community centers, youth centers, or general community centers, are also eligible. General construction or improvement of traditional schools is ineligible under this program. Eligible projects include construction and/or renovation of buildings and the purchase and installation of equipment for remote services and broadband that will directly enable public libraries, community centers, senior centers, and similar public buildings that provide access to work, education, and healthcare monitoring in response to the COVID-19 pandemic.

Additional details, including the Grant Announcement, a link to this Application, and the scoring criteria are available on the Program website:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>.

Applicants must submit one (1) electronic copy of all required materials no later than 2:00 PM CDT on **July 11, 2024** via the electronic application portal. Please direct questions and inquiries regarding to the Flexible Facilities Program, application requirements, and this application form to FlexibleFacilitiesProgram@wisconsin.gov.

SECTION 1. APPLICANT INFORMATION

1.1 Applicant Contact Information:

Local Government or Tribe Name: Village of Cadott

Applicant Street: 110 Central Street

Applicant City: Cadott

State: WI Zip Code: 54727-9143

Flexible Facilities Grant Application

SAM.gov Unique Entity ID (UEI) Number*: VJX6ZGJBUPM3

SAM.gov UEI Registration Expiration Date: 12/19/2024

** Refer to Section 8 of this applicant form for SAM.gov UEI guidance and to attach the SAM.gov UEI registration record.*

Applicant Website, if any (URL): <https://villageofcadott.com/>

County(ies) in which Applicant resides: Chippewa

Applicant's Officials:

Chief Elected Official (CEO) Full Name: Randy Kuehni

CEO Title: Village President

CEO Email: office@villageofcadott.com

Municipal Clerk Full Name: April Bruhn

Clerk Title: Clerk/Treasurer

Clerk Email: office@villageofcadott.com

Municipal Administrator Full Name (if not CEO or Clerk):

Administrator Title:

Administrator Email:

1.2 Application Contact:

List the person to contact for requests or questions pertaining to this application.

Application Contact Full Name: Lynn McIntyre

Application Contact Title: Planning & Grants Team Lead

Application Contact Organization/Firm Name: Cedar Corporation

Application Contact Phone #: (715) 235-9081

Application Email: lynn.mcintyre@cedarcorp.com

Flexible Facilities Grant Application

1.3 Subrecipient Information (if applicable):

If Applicant is applying for funds on behalf of a non-profit or another governmental entity that will be implementing the project and expending the funds, then provide the subrecipient information requested in this section. If there is more than one subrecipient, provide the subrecipient name(s) below and attach their UEI registration record in Section 8 of this application.

Subrecipient Organization/Entity Name (if applicable):

Chief Executive/Official Name:

Chief Executive/Official Title:

Subrecipient Street Address:

Subrecipient City:

Subrecipient State: WI

Subrecipient Zip Code:

Subrecipient Phone #:

Subrecipient Email:

SAM.gov Unique Entity ID (UEI) Number*:

SAM.gov UEI Registration Expiration Date:

**Refer to Section 8 of this application form for UEI guidance and to attach the UEI registration record.*

Additional Subrecipient(s):

1.4 Project Site Information:

Project Site Street Address: Mills Street / State Hwy 27

Project Site City: Cadott

Project Site State: WI

Project Site Zip Code: 54727-9143

Additional Project site(s) if applicable:

Flexible Facilities Grant Application

SECTION 2. PROJECT OVERVIEW

2.1 Application Type (select one):

Maximum Award of \$4,250,000.00 per project. A maximum of one (1) application per category per applicant is permitted.

Application Category:

☒ **Category A:** Capital projects for the construction of a new Public Library, Community Center or Multi-purpose Community Facility and the purchase and installation of digital connectivity equipment for broadband that directly enable work, education, and healthcare monitoring in response to the COVID-19 pandemic;

OR

Category B: Capital projects for the renovation of one or more existing Public Library, Community Center or Multi-purpose Community Facility and the purchase and installation of digital connectivity equipment for broadband that directly enable work, education, and healthcare monitoring in response to the COVID-19 pandemic.

Facility Type:

☒ Public Library

Community Center (Specify Type):

Multi-purpose Community Facility (Specify Type):

Will the multi-purpose community facility include a public library space that will be used to meet the goals and requirements of the FFP project?

Yes

No

2.2 Project Title:

Enter a brief and descriptive title of the project (Example: Village of Yourtown - Community Center Construction Project; or Village of Yourtown - Library Renovation Project):

Village of Cadott-Library Construction Project

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2.3 Planned Project Specifications:

Planned type of features, the number of each type of feature, and square footage of the space(s) being constructed or improved:

| Check Here to Select Feature Type: | Feature Type: | Enter Number of This Type of Feature: | Enter Square Footage of Added Space (as applicable): |
|------------------------------------|--|---------------------------------------|--|
| X | Classroom[s] | 2 | 400 |
| X | Computer lab[s] | 1 | 350 |
| X | Multi-purpose space[s] (specify): Multi-Purpose Space Special Use Space | 1 1 | 1,600 1,625 |
| X | Telemedicine room[s] | 2 | 200 |
| X | Other Space (specify additional Feature Type[s]): Storytime Space Study Rooms | 1 2 | 742 420 |
| Check Here to Select Feature Type: | Equipment Type: | Enter Number of This Type of Feature: | |
| X | Desktop Computer[s]/PCU[s] | 7 | |
| X | Laptop Computer[s] | 8 | |
| X | Printer[s] | 1 | |

Flexible Facilities Grant Application

| | | |
|---|---|------------------|
| X | Other Computer Equipment (specify additional Equipment Type[s]): Headset with microphones, router | 4 |
| X | Other Digital Technology Connectivity Items/Equipment (specify additional Equipment Type[s]): A/V system, phone system, security cameras, wireless access points | 1 1 8 1 |

2.4 Persons Served, Project Location and Fees:

Respond to the questions presented in this section to provide the following:

- 1) the estimated number of individuals (i.e., intended primary beneficiaries) to be served by the project;
- 2) the method of the calculation, including the source(s) used, to determine the estimated number of intended primary beneficiaries to be served; and
- 3) the location of the facility (i.e., project site) in relation to where the intended primary beneficiaries live.

2.4(a) The Estimated Number of Individuals to be Served: 5000

2.4(b) Method of Calculation for the Estimated Number of Persons To Be Served:

Note: While websites may be listed as sources, the data obtained from any websites must be presented in the space provided. The applicant is responsible for locating and obtaining the data and presenting it within this application form.

2020 Census Report

2.4(c) Location of Facility in Relation to Persons Served:

- i. How close is the facility to where *the majority* of the intended primary beneficiaries of the project live?

X Less than 5 Miles 5 to 9.99 Miles 10 to 20 Miles Greater than 20 Miles

- ii. Is the facility (i.e., the proposed project site) accessible through public transportation?

YES X NO

Flexible Facilities Grant Application

2.4(d) Fees Charged to Users:

The aim of the Flexible Facilities Program is to provide affordable and accessible services to disadvantaged persons. The goal is for these services to be provided free of charge. Will users of these services be charged any fees?

YES ☒ NO

Note: Any fees charged will be subject to [2 CFR § 200.307](#) and the applicant is expected to adhere to these rules. Program income generated by Capital Projects Fund (CPF)/Flexible Facilities Program (FFP) grant funding investments must be invested throughout the CPF/FFP period of performance (ending October 31, 2026). In addition, the State and FFP Grantees are required to add program income to the CPF/FFP award pursuant to [2 CFR 200.307\(e\)\(2\)](#). Program income must be utilized and applied to benefit the same project from which it was generated.

If yes, please estimate and describe any fees that will be charged.

SECTION 3. PROJECT NARRATIVE

This portion of the application will be scored and used as a basis for evaluating the application. Please answer all questions completely and be as specific as possible when answering. Applicants shall concisely provide responses for EACH question.

3.1 Project Description: (10 points)

In the space provided in this section, describe:

- 1) the proposed project scope, and
- 2) the applicant's (and subrecipient's, if applicable) mission, goals, and experience as they relate to the community services proposed for the project.

Maximum 10 points possible. *The score will be based on the extent to which and the level of specificity to which the applicant's mission and goals relate to the scope of the community services proposed, and extent to which the demonstrated relevant experience specifically relates to the scope of community services proposed. (Approximately 2500 characters/400 words)*

Flexible Facilities Grant Application

Project Description Narrative:

1. We are proposing to construct a new 9,000 square foot library. The existing 3,375 sq ft library was originally a bank, constructed in 1927 and remodeled into the current library in 1967. This building lacks adequate space for parking, material, staff work, programming and is not ADA compliant. The challenges of our small, outdated, inaccessible building was compounded by COVID-19, which further curtailed our community's access to educational, job-related and healthcare resources. Our new library will be located at the corner of Mills Street and State Highway 27. The Village already owns the site and has offered it as the new library location. The additional space would address the issues brought forth regarding education, job resources, and healthcare as a result of the COVID-19 pandemic. The new facility is a necessity for the community and surrounding area.

2. Our library is dedicated to enhancing community well-being through our proposed building project. Our mission is rooted in the principles of Explore, Enrich, and Empower and guides our efforts to provide essential resources and opportunities for all residents.

Explore: Through program and collection development, the community can discover culture, entertainment, skills, and practices from local, state, and the world experts throughout.

Enrich: Provide opportunities for the populus to live more fully with free or low-cost services

Empower: To give community members the ability to better their own situations with resources and technology access for better work opportunities, health care options, and education.

We strive to ensure equal access to library materials and services in a barrier-free, accessible library with fast, secure internet access to promote education, health care, and financial well-being in our community.

3.2 Project Need: (40 points)

In the space provided in this section, describe:

- 1) the existing problem that demonstrates the critical need for the proposed project specifically for the population(s) intended to benefit from the project (i.e., primary beneficiaries) – include relevant information about the population such as targeted economic, socioeconomic, age, race/ethnicity, and/or other relevant demographic group(s), residence status, and/or other population characteristics, as applicable);
- 2) how the population(s) intended to benefit from the proposed project (i.e., primary beneficiaries) experienced disadvantages and/or challenges in accessing services for work, education, and healthcare monitoring as a result of the COVID-19 pandemic; and
- 3) how the population(s) intended to benefit from the proposed project (i.e., primary beneficiaries) was/were disproportionately impacted by COVID-19 compared to other populations.

Include relevant data and information and associated sources, as available, to quantify and qualify the disadvantages/challenges and disproportionate impact.

Flexible Facilities Grant Application

Note: While websites may be listed as sources, the data obtained from any websites must be presented in the space provided to be considered for scoring. If using internet sources, the applicant is responsible for locating and obtaining the data and presenting the data within this application form (in addition to citing the source).

Maximum 40 points possible. *The score will be based on the extent to which the critical need(s) is/are demonstrated; the extent of the existing historical disadvantages and/or challenges facing the population to be served by the project; the extent of the project's impact on the population to be served has experienced in accessing services for work, education and healthcare monitoring as a result of the COVID-19 pandemic; and the extent to which supporting data and information (including cited sources) are provided in the space provided. (Approximately 2500 characters/400 words)*

Project Need Narrative:

1. The critical need for this project is to enhance accessibility and update infrastructure to meet the heightened demands of residents, exacerbated by COVID-19. The new study/telehealth rooms will provide private access to medical, educational, and employment opportunities. Currently, the library's lack of ADA-accessible technology hinders conformity with Section 508 of the amended Rehabilitation Act of 1973, impacting various technological services. Intended beneficiaries encompass all members of Cadott's community and surrounding areas. Our current service population is 5,228 users (IFLS 2023). 62.2% (HUD, 2016-2020 LMISD) of the Village's population is categorized as LMI by HUD. Our project targets individuals struggling with technology access, privacy concerns, and evolving technological demands. This includes all ages without or limited home internet due to financial constraints or lack of technological proficiency. With 17% of households lacking high-speed internet and 61 households without vehicles (ESRI and ACS (2018-2022)), the library plays a crucial role in providing updated accessible technology to all.
2. Many residents face a minimum 30-minute commute for essential appointments which is further exacerbated by no public transit options. The recent closure of two major hospitals in the Chippewa Valley and a local clinic has intensified the community's need for accessible healthcare and mental health services as well as access to job resources and education due to the closures. Our current library's lack of space and ADA accessibility further limits access to our services, particularly impacting the 198 households with disabilities and 269 senior citizens in our Village (ESRI and ACS (2018-2022)). During the pandemic, and the closure of many workplaces including the library forced residents to rely on the library's Wi-Fi accessed from the parking lot for work, learning, and telehealth, thereby straining band-width resources. Additionally, the library's lack of private spaces impedes residents from conducting online job interviews, telehealth appointments, and virtual learning sessions discreetly. In rural areas around Cadott, limited internet compound these challenges.
3. Beneficiaries in Cadott are disproportionately affected by COVID-19 as compared to larger neighboring communities due to our smaller population, LMI status and limited resources. Outreach efforts will be local advertising, signage, school district memos, and tailored programs.

Flexible Facilities Grant Application

3.3 Project Reach: (30 points)

In the space provided in this section, precisely describe the project's reach for work, education, and healthcare monitoring, including the following in the response:

- 1) How the project will provide work, education, and healthcare monitoring in response to the COVID-19 pandemic;
- 2) How the project will *improve* the intended primary beneficiaries' *access* to the types of facility and/or equipment improvements proposed for work, education, and healthcare monitoring, and any other accessibility improvement factors considered in the project design; and
- 3) How innovative approaches, if any (in the nature of the design, method(s) and/or location(s) of service(s) delivery, type(s) of equipment, implementation, collaboration(s), etc.), will be used for addressing all three criteria (work, education, and healthcare monitoring).

The responses should demonstrate the intended reach is feasible to accomplish for all three criteria (work, education, and healthcare monitoring).

Maximum 30 points Possible. *The score will be based on the extent to which new or renovated space(s) and broadband resources are incorporated and the amount of FFP funds will be used to address needs pertaining to the three criteria of work, education, and healthcare monitoring; the extent to which the project proposed will result in improved accessibility to the type of facility and/or equipment proposed to address the three criteria and is demonstrated as feasible; and the extent to which and level of innovation incorporated into the applicant's approach to fulfilling each criterium. (Approximately 2500 characters/400 words)*

Project Reach Narrative:

1. The proposed facility will provide the necessary space and technology improvements to accommodate increased programming in the areas of work, education, and healthcare monitoring.
2. The new library location will be adjacent to both the elementary and high school, this central location will significantly enhance access for all patrons with direct access from State Highway 27 and improved physical accessibility. With expanded space, improved shelving, and highlighted collections on self-improvement and health, materials will be more accessible. Flexible noise-level spaces will accommodate diverse activities, fostering a conducive environment for learning and engagement. ADA accessibility throughout the new library, parking lot, and entrances will ensure equitable access to technology, programming, and private spaces for telehealth or counseling. Patrons can check out tablets and hotspots for home use, utilize Wi-Fi 24/7 from outside the library, receive assistance in connecting personal devices to Wi-Fi, and explore educational, healthcare, and employment resources online. Specialized technology classes will support senior citizens and Amish community members in enhancing their digital skills. The library will utilize TeachNet as their internet provider offering 100 mbps enabling all users to access virtual resources and not worry about unreliable connectivity.
3. Innovative approaches in the new library include partnerships with outside agencies to expand service offerings, catering to individuals facing physical, mental, or financial challenges worsened by COVID-19. In addition to adding technology, patrons can check out sports equipment, therapy lights and blood pressure cuffs catering to both physical and mental health. Additionally, the installation of 24/7 checkout lockers outside the library will enable access to materials and technology outside of regular hours, enhancing convenience and service ability to all.

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3.4 Sustainability Plan: (10 points)

In the space provided in this section, describe the capacity and plan for the applicant to maintain and sustain the services proposed for at least five years after the completion of the proposed project. Consider all costs to maintain and sustain the new facility or improved facility(ies), equipment/devices, and services proposed.

Maximum 10 points possible. *The score will be based on the specificity and scope of the applicant's plan and the applicant's demonstrated level of operational and financial capacity to maintain the project for at least five years after the completion of the project. (Approximately 1500 characters/250 words)*

Sustainability Plan Narrative:

Annually, the Village currently funds the library with \$50,000 as does Chippewa County with \$43,000. After budgeting for our annual fixed expenses we consider the more flexible portions, such as equipment, supplies, and collection development. If we are awarded the grant, our budgeting priorities will shift to fulfilling the sustainability of the grant related efforts and updating/maintaining the new technology and additional spaces will be considered a priority over excess collection development needs. We replace our technology every three years and account for that in our budget. We would not take this project on if we did not believe it was sustainable for the next five years and beyond.

The library will continue to seek donations for the capital campaign, as well as memorials, and honorariums to focus on the longevity and support of the library, its new technology and its goals. Ongoing partnerships with several public and non-profit entities will help continue free programming and support such as the George and Alice Miller Endowment, Active Friends Group, personal pledges and our capital campaign.

SECTION 4. COMMUNITY ENGAGEMENT

In the space provided in this section, describe how the applicant solicited community input on the proposed project prior to application submission and provide a community engagement plan to ensure community input during the project implementation. *(Approximately 1500 characters/250 words)*

Flexible Facilities Grant Application

Community Engagement Efforts & Plan:

The library has continued to grow “Friends of the Library” from a struggling group in the past, to now maintaining a full board with 12 plus active members, and an increased purpose with focus on the new building project.

The library conducted community surveys in 2019 and 2023 to see how many residents have library cards, how often they visit the library, if they don’t visit the library why not, along with ways the library can improve the user's experience. We have taken this feedback into consideration to improve our new library design implementation and give the community what it is asking for and while continuing to grow our services to outreach to the community. The library and Friends of the Library are continuously promoting the library during community activities such as athletic events, Nabor Days, Booya Days, Music in the Park, etc.

The library has been working towards a new ADA compliant library since 2008. Our recent Building Committee was formed in 2021 promoting community awareness and developing our current building design with an active capital campaign. We have presented informational meetings, shared updates online and through our local paper, and distributed information at school events, local celebrations, parades, and businesses.

SECTION 5. PROJECT BUDGET

Provide a detailed budget identifying all costs of the proposed project by attaching a completed Project Budget Form as Attachment A and providing the information requested in this section. Only eligible expenses may be included for the grant-funded activities. The budget documentation and information are required but not scored. Further details regarding eligible expenses can be found in the Grant Announcement.

5.1 Attachment A – Project Budget:



Attach your Project Budget here.

Please download and fill out the Project Budget Form on the Flexible Facilities Program website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>
(under the “Application Materials” section).

Save and upload the file here with the following file name:

(Applicant Name)_Attachment_A_Budget

Flexible Facilities Grant Application

5.2 Budget Summary:

Please copy the totals from the subtotal row of the FFP Budget Form:

Requested Grant Funds: \$ 3,747,710.00

Check here if your project has Match Funds Match Funds: \$

Total Costs (auto populated): \$ 3,747,710.00

5.3. Professional Services Contract Costs:

In the spaces provided below, list the professional services contracts that have been or potentially will be executed for the FFP project and provide the procurement information requested, and indicate whether a request for non-competitive procurement will be made if the applicant is awarded funds. Refer to the Grant Announcement for further guidance regarding this section.

| Professional Service Type: (e.g., Architectural, Engineering, Grant Administration, Acquisition, etc. – Excluding Grant Application Preparation Assistance) | Contract Executed? (Check Yes or No to indicate whether contract is executed) | Applicant will be requesting approval of non-competitive procurement, if awarded FFP funds, from DEHCR for this contract under the provisions of 2 CFR § 200.320(c)? (Check Yes or No. A request would only be required if the applicant plans to request the use of FFP funds to cover all or part of the contract cost and it was or will be non-competitively procured.) |
|--|--|--|
| 1) Architectural | YES <input checked="" type="checkbox"/> NO | YES NO <input checked="" type="checkbox"/> TBD |
| 2) Grant Administration | YES <input checked="" type="checkbox"/> NO | YES NO <input checked="" type="checkbox"/> TBD |
| 3) | YES NO | YES NO TBD |
| 4) | YES NO | YES NO TBD |
| 5) | YES NO | YES NO TBD |
| 6) | YES NO | YES NO TBD |

SECTION 6. MATCH FUNDING (10 points)

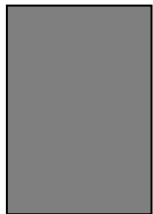
This portion of the application will be scored and used as a basis for evaluating an applicant's project readiness in terms of financial capacity, funding availability, and financial risk for completing the entire project as proposed in the grant application in accordance with project timeline specifications.

No minimum match is required for the Program. However, if the applicant's total project cost (as presented in the Project Budget in the attachment for Section 5 of this Application) exceeds the Program grant amount requested, then documentation is needed to confirm the applicant has the financial capacity and funds readily available to complete the project as proposed. This includes official documentation of match funds on hand in the applicant's existing financial account(s) and/or approved as secured or awarded from a financial institution or other funding

Flexible Facilities Grant Application

source and officially committed to the project by the applicant's governing body and/or from another source; pending from another source; and/or having another status. The applicant is to demonstrate that any funding needed from other financial sources is secured and committed to the project so it is ready to proceed immediately upon award, if the applicant is awarded Flexible Facilities Program grant funds. Projects must be funded sufficiently to complete the entire project according to the timeline specified in the Grant Announcement. The applicant must have 100% of the funding necessary to complete the project secured and committed to the project prior to the grant agreement being executed, if awarded Flexible Facilities Program grant funds.

Maximum 10 points possible. *The score will be based on the percentage of match secured and officially committed specifically to the applicant's proposed Flexible Facilities project and the extent to which official documentation (from funding sources and commitment sources) is provided to verify the funds are secured and officially committed to the project. Maximum points will be awarded if official documentation is provided that verifies 100% of the match funding needed to complete the project is secured and officially committed by the applicant's (and/or subrecipient's) governing body to the proposed Flexible Facilities project. If no additional funding is needed (i.e., the Flexible Facilities Program grant amount requested within a given applicant's application would be enough to cover the total project cost), then no match documentation is required and the applicant will receive 10 points for the Match score.*



Attachment B: Match Funding Source(s) Supporting Documentation. If the applicant's project will require additional funds to complete (above the Flexible Facilities Program grant amount requested), then attach Match Funding Source Supporting Documentation here.

Please gather all supporting documentation for match funds in one file. Then save and attach the file here with the following file name:

(Applicant Name)_Attachment_B_Match_Funds_Documentation

SECTION 7. FINANCIAL AUDIT INFORMATION

7.1. Audit Information:

Generally, a non-Federal entity that expends \$750,000 or more in federal funds during a calendar year must have a single audit (i.e., a federally funded program(s)-specific audit) conducted for the calendar year in accordance with the provision of 2 CFR § 200.501. If subject to a single audit, the entity must submit a single audit report for the calendar year to the Federal Audit Clearinghouse (FAC) within 30 days of the single audit being completed and no later than September 30th after the calendar year that was subject to the single audit.

Flexible Facilities Grant Application

Did the applicant submit a single audit report for calendar year 2021 and/or 2022 to the FAC?

Check the appropriate box(es) below and provide the additional item(s) requested for the response selected.

YES. A single audit report was submitted to the FAC for (check each that is applicable):

CY2021 – Enter date of report submission to FAC:

CY2022 – Enter date of report submission to FAC:

☒ NO. A single audit report was *not* submitted to the FAC for CY2021 and/or CY2022.

Enter the date of the most recent standard financial audit (auditing of the applicant's financial records, procedures and processes): 4/25/2024

SECTION 8. SAM UNIQUE ENTITY IDENTIFICATION (UEI)

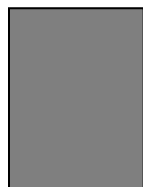
Recipients of federal funds are required to be registered with a unique entity identification (UEI) number within the federal System for Award Management (SAM). The UEI number replaces the DUNS number that was previously required for recipients of federal funds. SAM registration is free. If you do not have a UEI, complete the entity registration process in SAM [<https://sam.gov/content/home>]. If your registration has expired, it must be renewed prior to application submission. If it expires prior to the award date (if awarded funds), the applicant will be required to renew it prior to execution of a grant agreement, if awarded funds. Enter the UEI information requested for the applicant and primary subrecipient (if applicable) in Section 1 of this application and attach the required SAM UEI record(s) specified below.



Provide a PDF copy of the record in SAM showing the applicant's name, address, UEI number, and registration expiration date.

Save and attach the file here with the following file name:

(Applicant Name)_Attachment_C_SAM_UEI_Record_Applicant



Provide a PDF copy of the record in SAM showing the subrecipient name(s), address(es), UEI number(s), and registration expiration date(s) (if there is one or more subrecipient entities for the project). If there are multiple subrecipients, save the SAM records for all of them in one document and upload it here.

Save and attach the file here with the following file name:

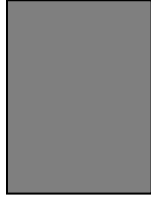
(Applicant Name)_Attachment_C(2)_SAM_UEI_Record_Subrecipient

Flexible Facilities Grant Application

SECTION 9. DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Check the item below if it is attached and then attach the document, if it is applicable to your project.

Designation of Confidential and Proprietary Information (DOA-3027) (optional)



Provide a copy of the Designation of Confidential and Proprietary Information form (if applicable)

Save and attach the file here with the following file name:

(Applicant Name)_Attachment_D_Designation_of_CPI

SECTION 10. SUBRECIPIENT SURVEY

Check here if the applicant (local or Tribal government) is applying for the funds on behalf of a nonprofit organization or another government entity that will be the subrecipient of the funds to implement the project. Then complete the subrecipient survey in this section. If there are multiple subrecipients, complete the checklist for each subrecipient and include the additional checklist(s) in the attachment link provided below.

| SUBRECIPIENT SURVEY | | | | |
|---------------------|---|-----|----|---------|
| Administrative | | Yes | No | Unknown |
| 1 | Does the organization currently have a federal grant? | | | |
| 1.1 | If no, has the organization had a federal grant within the last 5 years? | | | |
| 2 | Does the organization currently have one or more staff members with experience in managing a federal grant? | | | |
| 2.1 | If no to question #2, will a third party be hired to manage this grant? | | | |
| 2.2 | If yes to question #2, how many years of experience do they have performing federal grants management? | | | |
| 3 | Is the program proposed for this award new to the organization? | | | |
| 4 | Have organization board members, executives or other staff associated with the awarded project been placed under criminal investigation or convicted of a felony within the last 5 years? | | | |
| 5 | Does the organization have any pending lawsuits against it that may impact its ability to carry out the award? | | | |
| 6 | Does the organization have written document retention procedures? | | | |

Flexible Facilities Grant Application

| SUBRECIPIENT SURVEY (continued) | | | | |
|---------------------------------|---|------------|-----------|----------------|
| 7 | Has the organization ever had a state or federal grant withdrawn for non-compliance? | | | |
| 8 | Does the organization have a board of directors or similar management and oversight body? | | | |
| Financial | | Yes | No | Unknown |
| 9 | Select the type of accounting system the organization uses. (Automated, Combination, Manual, Unsure) Automated Combination Manual Unsure | | | |
| 10 | Has an audit been performed on the organization's financial statement within the last three years? | | | |
| 10.1 | If yes to question #10, does the organization have any open audit findings? | | | |
| 10.2 | If yes to question #10, briefly list the findings and the status of resolution of the finding(s): | | | |
| 11 | Does the organization have an approved federal indirect cost rate or utilize the de <i>minimus</i> indirect rate of 10 percent? | | | |
| 12 | Does the organization have written financial and accounting procedures? | | | |
| 13 | Does the organization have written travel policies or guidance related to travel spending? | | | |
| 14 | Are financial reports provided to and reviewed by organization leadership regularly? | | | |
| 15 | Can the organization's accounting system separate use of federal grant funds from the organization's other finances? | | | |
| 16 | Has the organization experienced cash flow deficits at any point in the previous three years? | | | |
| 17 | Does the organization have sufficient internal controls to establish segregation of financial duties? | | | |
| Property and Procurement | | Yes | No | Unknown |
| 18 | Does the organization have written procurement procedures? | | | |

Flexible Facilities Grant Application

| SUBRECIPIENT SURVEY (continued) | | | | |
|---------------------------------|--|------------|-----------|----------------|
| 19 | Does the organization have written asset management procedures? | | | |
| Personnel | | Yes | No | Unknown |
| 20 | Does the organization have a written personnel or employee handbook? | | | |
| 21 | Does the organization have written policies and procedures for employee timekeeping? | | | |
| 22 | Does the organization have written whistleblower protection rules? | | | |



Attach additional Subrecipient Survey(s) here.

Subrecipient Survey forms are only to be completed and uploaded here if there is more than one subrecipient for the proposed Flexible Facilities project. A Subrecipient Survey must be completed for each subrecipient (combined into one file). The Subrecipient Survey form may be downloaded on the Flexible Facilities Program website (under the “Application Attachments” section) at: <https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>

Save and attach the file here with the following file name:

(Applicant Name)_Attachment_E_Addtional_Subrecipient_Survey

SECTION 11. ATTESTATIONS AND REQUIRED SIGNATURE

In accordance with applicable provisions of the Federal American Rescue Plan Act of 2021 (ARPA) and Flexible Facilities Program provisions, eligible applicants must certify the following attestations. Review each attestation (#1-11) within this section and enter the applicant’s authorized representative’s initials to certify agreement and acceptance of these requirements and terms of the grant application and funding (if awarded funds).

Attestations:

| ENTER AUTHORIZED REPRESENTATIVE’S INITIALS FOR EACH: | ATTESTATION |
|--|---|
| <div>DS</div> <div>AB</div> | 1. The applicant is a Wisconsin unit of general local government (City, Town, Village, County) or Tribe. |
| <div>DS</div> <div>AB</div> | 2. The applicant will comply with all federal and state policies and regulations, and the implementation and reporting requirements of the American Rescue Plan Act (ARPA) Capital Projects Fund – Flexible Facilities Program. |


Flexible Facilities Grant Application

| | |
|-----------------------------|---|
| <div>DS</div> <div>AB</div> | <p>3. The applicant will comply with all other State and Federal regulations applicable to the project upon implementation, including but not limited to:</p> <ul style="list-style-type: none"> • Uniform Relocation Assistance and Real Property Acquisition Act (URA) and State of Wisconsin acquisition and relocation statutes; • Federal competitive procurement and contracting requirements in accordance with 2 CFR § 200.320, unless qualified as a micro-purchase under the provisions of 2 CFR § 200.320(a)(1) or approved by DOA for non-competitive procurement under the provisions of 2 CFR § 200.320(c) and local procurement policy requirements; • Federal and State environmental review requirements; • Contract Work Hours and Safety Standards Act (CWHSSA); and • Fair labor practices as specified in the FFP Grant Announcement. |
| <div>DS</div> <div>AB</div> | <p>4. The applicant's proposed project will include completing activities and/or providing enhanced broadband technology services that directly enable work, education, <u>and</u> healthcare monitoring.</p> |
| <div>DS</div> <div>AB</div> | <p>5. The applicant will ensure that the broadband internet access provided through any facilities, services, devices, or equipment purchased with the grant funds will meet or exceed the minimum standard of providing service that reliably meets or exceeds the symmetrical download and upload speeds of 100 Mbps.</p> |
| <div>DS</div> <div>AB</div> | <p>6. Scheduled work will begin on the proposed project no later than June 30, 2025 and will be completed by September 30, 2026.</p> |
| <div>DS</div> <div>AB</div> | <p>7. The applicant will maintain records sufficient to demonstrate that the expenses were compliant with applicable American Rescue Plan Act (ARPA) provisions for at least five years from project completion.</p> |
| <div>DS</div> <div>AB</div> | <p>8. The applicant will ensure the operations of the broadband facilities/services for the proposed project will be sustained and maintained for at least five years after completion of the project.</p> |
| <div>DS</div> <div>AB</div> | <p>9. Acknowledgement of Terms for Public Disclosure: Copies of the application materials, excluding materials deemed to be confidential and proprietary information on Appendix E: Designation of Confidential and Proprietary Information (DOA-3027), will be made available for public inspection in accordance with applicable Wisconsin law.</p> |
| <div>DS</div> <div>AB</div> | <p>10. The applicant and any subrecipient (if applicable) is/are not debarred from awards and/or contracts funded in whole or in part with federal funds; and will ensure contractors and suppliers for the proposed project are not debarred from awards and/or contracts funded in whole or in part with federal funds.</p> |
| <div>DS</div> <div>AB</div> | <p>11. The applicant has exercised reasonable care and made all reasonable efforts to obtain and submit accurate information within this application and the attachments.</p> |

Flexible Facilities Grant Application

Applicant Authorized Representative Signature:

The signatory below certifies that, to the best of their knowledge and belief, the information contained in this ARPA Capital Projects Fund – Flexible Facilities Program Grant Application, including all attestations and attachments, is true, accurate and complete. The undersigned has authority to make the above attestations and the intent and legal authorization to agree to them on the applicant’s behalf.

Signature: 
84D10F20BDF04F7...
Typed Full Name: April Bruhn

Date: 7/11/2024 | 10:48 AM CDT

Title: Clerk/Treasurer

Phone Number: (715) 289-4282

Email: office@villageofcadott.com

Applicant Authorized Representative #2 Signature: (if applicable)

Add a second authorized representative signature only if your organization’s policies or governing body requires that a second authorized representative approve the content and/or submission of this document.

Signature: *[Attach Signature Form Below]*

Date:

Typed Full Name:

Title:

Phone Number:

Email:



Attach your Applicant Authorized Representative #2 Signature Form here.

The Applicant Authorized Representative #2 Signature form may be downloaded on the Flexible Facilities Program website (under the “Application Attachments” section) at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>

Save and upload the file here with the following file name:

(Applicant Name)_Attachment_F_Additional_Authorized_Signature

FLEXIBLE FACILITIES PROJECT BUDGET FORM

CONTRACT #:
(Enter only after Award)

GRANTEE:

Village of Cadott

DATE:

7 / 10 / 2024

| BUDGET ITEM | GRANT FUNDS | MATCH FUNDS (if applicable) | TOTAL COSTS (by Activity) |
|--|----------------|--------------------------------|------------------------------|
| CONSTRUCTION | \$2,823,250.00 | | \$2,823,250.00 |
| DIGITAL CONNECTIVITY INFRASTRUCTURE MATERIALS & INSTALLATION | \$55,000.00 | | \$55,000.00 |
| COMPUTER PCU(S) | \$7,000.00 | | \$7,000.00 |
| COMPUTER MONITOR(S) | \$700.00 | | \$700.00 |
| COMPUTER LAPTOP(S)/NOTEBOOK(S) | \$8,800.00 | | \$8,800.00 |
| COMPUTER SOFTWARE | \$500.00 | | \$500.00 |
| PRINTER(S) | \$1,870.00 | | \$1,870.00 |
| COMPUTER ASSESSORIES | \$1,850.00 | | \$1,850.00 |
| ARCHITECTURAL/ENGINEERIN G (A/E) SERVICES | \$511,240.00 | | \$511,240.00 |
| GRANT ADMINISTRATION | \$30,000.00 | | \$30,000.00 |
| OTHER PROFESSIONAL SERVICES - SPECIFY: | | | \$0.00 |
| OTHER PROFESSIONAL SERVICES - SPECIFY: | | | \$0.00 |
| ADD ADDITIONAL ITEMS BELOW IF APPLICABLE: | | | |
| FURNITURE/FIXTURE/ APPLIANCES | \$212,000.00 | | \$212,000.00 |
| SELF PICK-UP LOCKERS | \$65,000.00 | | \$65,000.00 |
| SMART BOARD | \$25,000.00 | | \$25,000.00 |
| WELLNESS EQUIPMENT/ THERAPY LIGHTS | \$5,500.00 | | \$5,500.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| Sub-Total(s): | \$3,747,710.00 | \$0.00 | \$3,747,710.00 |

Continued on the next page.

CONTRACT #: 0
(Enter only after Award)

GRANTEE: Village of Cadott

DATE: 7 / 10 / 2024

Summarize the Match Funding sources and amounts for this Flexible Facilities Program project:

Check all "Status" options that apply for each funding source.

| | | | | | | | |
|---------|--|---------|--------|---------|----------------------------------|--|--------------------------------|
| Source: | | Amount: | \$0.00 | Status: | <input type="checkbox"/> Pending | <input type="checkbox"/> Committed | <input type="checkbox"/> Other |
| | | | | | <input type="checkbox"/> Applied | <input type="checkbox"/> Secured/Awarded | |
| Source: | | Amount: | \$0.00 | Status: | <input type="checkbox"/> Pending | <input type="checkbox"/> Committed | <input type="checkbox"/> Other |
| | | | | | <input type="checkbox"/> Applied | <input type="checkbox"/> Secured/Awarded | |
| Source: | | Amount: | \$0.00 | Status: | <input type="checkbox"/> Pending | <input type="checkbox"/> Committed | <input type="checkbox"/> Other |
| | | | | | <input type="checkbox"/> Applied | <input type="checkbox"/> Secured/Awarded | |
| Source: | | Amount: | \$0.00 | Status: | <input type="checkbox"/> Pending | <input type="checkbox"/> Committed | <input type="checkbox"/> Other |
| | | | | | <input type="checkbox"/> Applied | <input type="checkbox"/> Secured/Awarded | |
| Source: | | Amount: | \$0.00 | Status: | <input type="checkbox"/> Pending | <input type="checkbox"/> Committed | <input type="checkbox"/> Other |
| | | | | | <input type="checkbox"/> Applied | <input type="checkbox"/> Secured/Awarded | |

For any source with a status of "Other" provide a brief explanation (no more than a one-sentence narrative per source).

Documentation to verify that all matching funds have been secured must be submitted in the Grant Application.



VILLAGE OF CADOTT

| | | |
|--|--|--|
| Unique Entity ID VJX6ZGJBUPM3 | CAGE / NCAGE 616B7 | Purpose of Registration Federal Assistance Awards Only |
| Registration Status Active Registration | Expiration Date Dec 19, 2024 | |
| Physical Address 110 N Central ST Cadott, Wisconsin 54727-9143 United States | Mailing Address P.O. Box 40 110 Central ST. Cadott, Wisconsin 54727-9143 United States | |

Business Information

| | | |
|---|--|--------------------------------------|
| Doing Business as (blank) | Division Name Village Of Cadott | Division Number Village of |
| Congressional District Wisconsin 07 | State / Country of Incorporation (blank) / (blank) | URL (blank) |

Registration Dates

| | | |
|--|--|--|
| Activation Date Dec 22, 2023 | Submission Date Dec 20, 2023 | Initial Registration Date Jun 11, 2010 |
|--|--|--|

Entity Dates

| | |
|---|---|
| Entity Start Date Feb 2, 1895 | Fiscal Year End Close Date Dec 31 |
|---|---|

Immediate Owner

| | |
|------------------------|---------------------------------------|
| CAGE (blank) | Legal Business Name (blank) |
|------------------------|---------------------------------------|

Highest Level Owner

| | |
|------------------------|---------------------------------------|
| CAGE (blank) | Legal Business Name (blank) |
|------------------------|---------------------------------------|

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

| | | |
|---|---|--|
| Entity Structure U.S. Government Entity | Entity Type US Local Government | Organization Factors (blank) |
| Profit Structure (blank) | | |

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**U.S. Local Government
Municipality**

| | |
|------------------------------|------------------------|
| Accepts Credit Card Payments | Debt Subject To Offset |
| No | No |

| | |
|---------------|-----------|
| EFT Indicator | CAGE Code |
| 0000 | 616B7 |

Electronic Business

 **APRIL BRUHN**

**110 Central ST.
P.O. Box 40
Cadott, Wisconsin 54727
United States**

Government Business

JANICE CHRISTIE **110 Central ST.**
P.O. Box 40
Cadott, Wisconsin 54727
United States

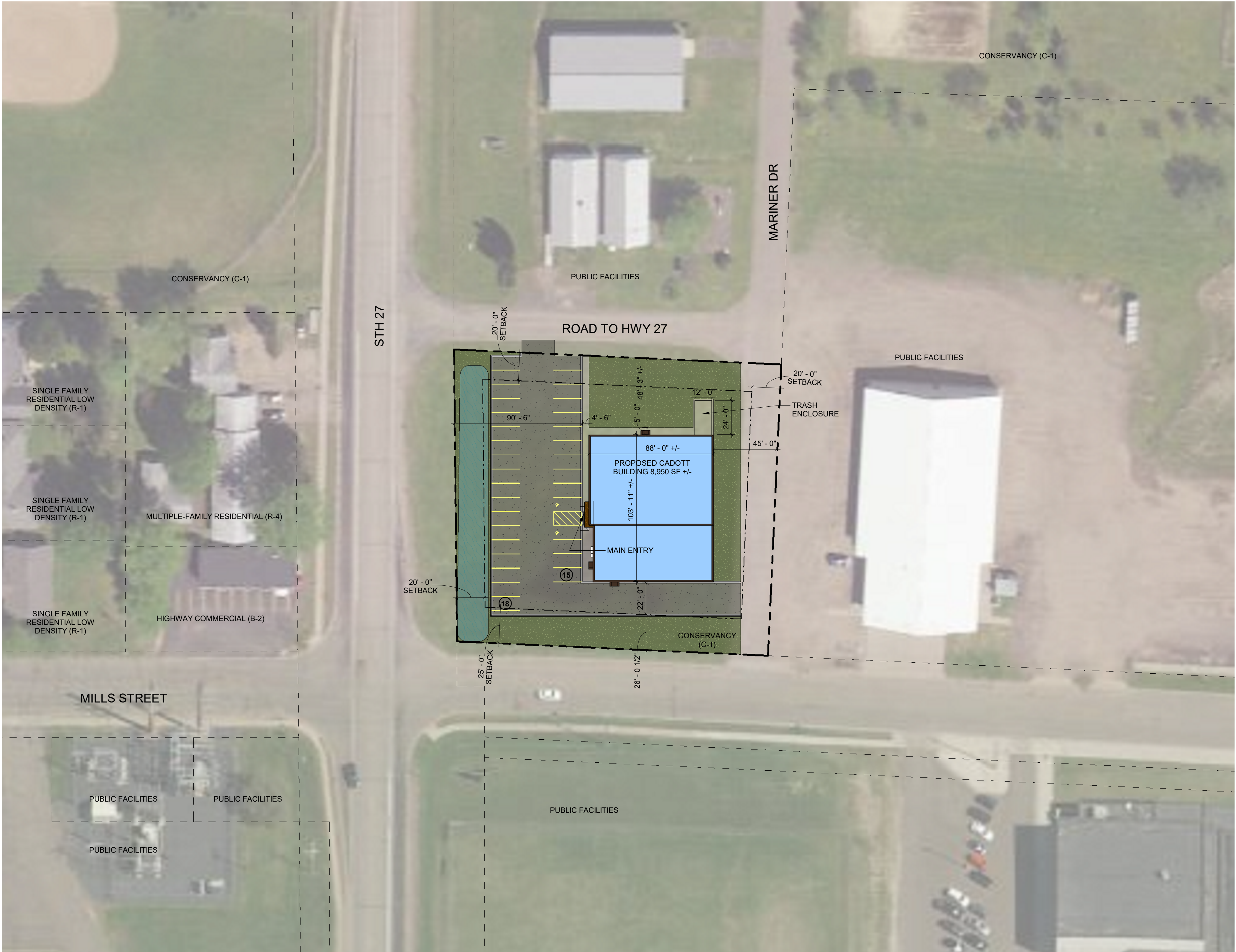
Service Classifications

NAICS Codes







| Primary | NAICS Codes | NAICS Title |
|---------|-------------|-------------|
|---------|-------------|-------------|

Disaster Response

This entity does not appear in the disaster response registry.



| PROPERTY ZONING INFORMATION | |
|-----------------------------------|-------------------|
| PROPERTY INFORMATION | |
| ADDRESS: | E MILLS ST |
| MUNICIPALITY: | CADOTT, WI 54727 |
| COUNTY: | CHPPEWA |
| ZONING DESIGNATION: | CONSERVANCY (C-1) |
| PROPERTY BUILDING SETBACKS | |
| FRONT YARD SETBACK: | 25 FEET |
| SIDE YARD SETBACK: | 20 FEET |
| REAR YARD SETBACK: | 20 FEET |
| STREET SETBACK: | 20 FEET |
| MAXIMUM BUILDING HEIGHT: | |
| 35 FEET | |
| PARKING REQUIREMENTS | |
| 1 STALL FOR EACH 300 SQUARE FEET | |
| 9,000/300 = 30 STALLS | |

| MATERIAL LEGEND | |
|---|----------------|
|  | BUILDING |
|  | GRASS |
|  | LANDSCAPING |
|  | ASPHALT |
|  | CONCRETE |
|  | RETENTION POND |

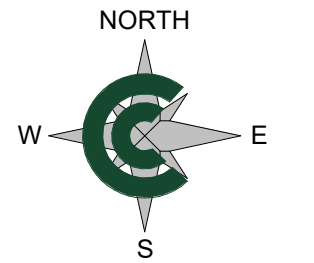


EXHIBIT II

Minimum Qualifications

I. Consulting Architect/Engineer (A/E) Minimum Qualifications

- A. The project Architect/Engineer and Project Manager is responsible for project coordination and must have a minimum ten years of experience with federal/state grant programs similar to the Community Development Block Grant Public Facilities (CDBG-PF) Program and Neighborhood Investment Fund (NIF) Grant and Library and Community Center Projects.
- B. The engineering firm must have successfully provided architectural/engineering services for a minimum of five similar type projects. The architectural/engineering firm will not be accepted if there have been any unresolved audit exceptions relative to engineering services.
- C. The engineering firm must submit five references as to the firm's professional qualifications from a minimum of three previous clients for which the engineering firm has performed work (include address and telephone number).

II. Format for Professional Qualifications

Technical qualifications for the consulting architect/engineer shall, as a minimum, include the following:

- A. The criteria and design approach to be used in the performance of required work.
- B. The personnel to be assigned to the project and resumes of qualifications and experience.
- C. The architect/engineer's experience in the development, design, and construction of similar projects.

III. Final Selection

Final selection of the architect/engineer will be based upon the maximum total points scored as set forth in the rating system in **Exhibit III**.

The Village of Cadott reserves the right to negotiate a contract with the architect/engineer deemed the most qualified to perform the professional services required. Statement of Qualifications materials must be submitted in accordance with the instructions and terms specified in this RFQ for full consideration.

EXHIBIT III

Selection Rating System

- | | | |
|-----------|---|---------------------------------|
| 1. | Project Architect's/Engineer's Experience | <u>Maximum 30 Points</u> |
| | A. 10 or more year's experience with CDBG-PF, NIF, or other federal/ State grant programs and Library/Community Center Projects | 30 Points |
| | B. 8 year's experience | 20 Points |
| | C. 6 year's experience | 10 Points |
| | D. Less than 4 year's experience | 5 Points |
| | E. No experience | 0 Points |
| 2. | Firm's Project Completion Background | <u>Maximum 25 Points</u> |
| | A. Completion of 5 similar type projects within proposed timeframe and budget | 25 Points |
| | B. Completion of 4 similar projects | 20 Points |
| | C. Completion of 3 similar projects | 15 Points |
| | D. Work on 1 similar project; not completed | 10 Points |
| | E. No work on similar projects | 0 Points |
| 3. | References from Similar Projects | <u>Maximum 20 Points</u> |
| | A. Respondent lists 5 previous clients with similar projects and all references give excellent response on quality of service | 20 Points |
| | B. Respondent lists 3 previous clients | 15 Points |
| | C. Respondent lists 2 previous client | 10 Points |
| | D. Respondent lists no previous references | 0 Points |
| 4. | Firm's Familiarity with Community's Needs | <u>Maximum 25 Points</u> |
| | A. Firm has worked in the Village and is thoroughly familiar with community(ies) of similar size and characteristics as Village of Cadott | 25 Points |
| | B. Firm has worked in Village in last 3 years and is somewhat familiar with community(ies) of similar size and characteristics as Village of Cadott | 15 Points |
| | C. Firm is unfamiliar with community(ies) of similar size and characteristics as Village of Cadott | 0 Points |

MAXIMUM TOTAL POINTS: 100 POINTS

**ARCHITECTURAL/ENGINEERING FIRM
SELECTION CERTIFICATION
BY VILLAGE OF CADOTT**

Project Name: Cadott Community Library

| CRITERIA | | POINTS AWARDED | | | |
|----------|---|----------------|--|--|--|
| | Firm Name: | | | | |
| 1. | Architect/Engineer's Experience | | | | |
| 2. | Firm's Project Completion Background | | | | |
| 3. | References from Similar Projects | | | | |
| 4. | Firm's Familiarity with Community's Needs | | | | |
| | TOTAL POINTS: | | | | |

Signed Upon Completion of Qualifications Review and Selection:

Certification: I hereby certify that the Village of Cadott, Chippewa County, Wisconsin, reviewed the qualifications of the most qualified firm or firms that responded based on the information available. The selection committee evaluated and ranked all firms and persons that responded based on the criteria set forth above.

Randy Kuehni, Village President

Date_____