



**CITY OF PRESCOTT, WISCONSIN  
MEETING NOTICE  
REGULAR CITY COUNCIL MEETING  
MONDAY, OCTOBER 23, 2023, AT 6:00 P.M.  
800 BORNER STREET  
PRESCOTT, WI 54021**

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENTS – THE CITY COUNCIL WILL RECEIVE PUBLIC COMMENTS ON ANY ISSUE(S) RELATED TO AGENDA ITEMS. LIMITED DISCUSSION BY THE CITY COUNCIL MAY TAKE PLACE.**

**5. CONSENT AGENDA**

1. Finance Committee Minutes – October 4, 2023
2. City Council Meeting Minutes – October 9, 2023
3. City Council Workshop Minutes – October 11, 2023

**6. REPORTS OF STANDING COMMITTEES AND COMMISSIONS**

**A. FINANCE COMMITTEE**

**B. PLANNING COMMISSION**

1. Next Meeting - Monday, November 6, 2023, at 6:00 PM

**C. PARKS & PUBLIC WORKS**

1. Next Meeting – Monday, November 20, 2023, at 5:00 PM

**G. HEALTH & SAFETY**

1. Next Meeting – Monday, November 13, 2023, at 5:00 PM

**H. PERSONNEL**

1. Next Meeting - Wednesday, November 1, 2023, at 5:00 PM

**7. COMMUNICATIONS & NEW BUSINESS**

1. PUBLIC COMMENTS – The City Council will receive public comments on any issue(s) not related to agenda items. Limited discussion by the City Council may take place; however, no action will be taken on any items. This includes receiving written requests or documentation and possible action at a future consideration.
2. Approval of Application Assistance Phase Services Contract for Highway 10/35 Pedestrian Crossing

**8. OTHER BUSINESS**

1. Pine Glen Cemetery Association – October 25, 2023, at 6:30 PM

**9. CLOSED SESSION**

1. None

**10. ADJOURNMENT**

**NOTICE**

**ACCESS TO THE MUNICIPAL BUILDING FOR THE DISABLED IS AVAILABLE THROUGH THE REAR PARKING LOT ENTRANCE. ALL THOSE WITH SPECIAL NEEDS SHOULD CALL CITY HALL OFFICES (715-262-5544) IF ASSISTANCE IS NEEDED**

October 4, 2023, Finance Committee Meeting

Meeting minutes

Pursuant to due call and notice thereof, a meeting of the Finance Committee was held on Wednesday, October 4, 2023, in the Prescott Municipal Building, 800 Borner St. Prescott, WI 54021

1. CALL TO ORDER

Mayor Daugherty called the Finance Committee meeting to order on Wednesday, October 4th at 4:37 p.m.

2. ROLL CALL

Committee present: Lindsey Owens, John Peterson, Dar Hintz, Pat Knox, Maureen Otwell and Bailey Ruona.

Committee members absent: none.

Staff present: City Administrator, Matt Wolf, City Clerk, Rashel Temmers, City Treasurer, Beth Lansing.

3. 2024 BUDGET

a.) 4:30 p.m. - Freedom Park

Staff presented the budget for Freedom Park

b.) 4:45 p.m. – Water, Sewer, Storm

Staff presented the budgets for Water, Sewer, and Storm Sewer.

**Knox/Otwell motioned to move the finance committee to approve an 8% water rate increase to Council for consideration. Mayor Daugherty took a roll-call vote; Owens – yes, Peterson – yes, Hintz – yes, Knox – yes, Otwell – yes, Ruona – yes. Motion passed without a negative voice vote.**

b.) 5:00 p.m. – Public Works/Parks

Public Works Director Mike Kinneman presented the budget for Public Works/Parks

c.) 5:15 p.m. – Fire & EMS

Fire Association Chair Steve Most and Fire Chief Chad Johnson presented the budgets for Fire & EMS

d.) 5:30 p.m. – Police Department

Police Chief Eric Michaels presented on the budget for the Police Department

e.) 5:45 p.m. – Library

Library Director Carissa Langer presented on the budget for the Library

- f.) 6:00 p.m. – Debt Service, Court, Administration, General Fund Revenues, Capital Projects, TIF 3, 4, & 5

Staff reviewed the budget items for debt service, court, administration, General Fund Revenues, Capital Projects, and TIF 4&5

- g.) 6:30 p.m. – Review of entire budget, levy, mill rate, unfunded needs

Staff reviewed the entire budget, levy, mill rate and unfunded needs.

**Upon discussion of the levy, Otwell/Hintz motioned to approve a 3.8% levy increase. Mayor Daugherty took a roll-call vote; Owens – no, Peterson – no, Hintz – yes, Knox – no, Otwell – yes, Ruona – no. After further discussion of the 2024 budget items, Ruona/Knox motioned to approve a 3.8% levy increase. Mayor Daugherty took a second roll-call vote; Owens – yes, Peterson – yes, Hintz – yes, Knox – yes, Otwell – yes, Ruona – yes. This motion passed without a negative voice vote.**

#### 4. OTHER BUSINESS

None.

#### 5. ADJOURNMENT

Ruona/Hintz motioned to adjourn the Council meeting at 8:00 p.m. Motion passed without a negative voice vote.

Respectfully Submitted,  
Rashel Temmers  
City Clerk

## October 9, 2023, Council Meeting

### Meeting minutes

Pursuant to due call and notice thereof, City Council Meeting of the Prescott City Council was held on Monday, October 9, 2023, in the Prescott Municipal Building, 800 Borner St. Prescott, WI 54021.

#### 1. CALL TO ORDER

Mayor Daugherty called the regular city council meeting to order Monday, October 9th at 6:00 p.m.

#### 2. ROLL CALL

Members present for the roll call were Maureen Otwell, Dar Hintz, Lindsay Owens, Bailey Ruona and Pat Knox. John Peterson was excused. Also present were City Administrator, Matt Wolf, Clerk, Rashel Temmers and Police Chief, Eric Michaels, Kim French and Steve Carey from River City Stitch

#### 3. PUBLIC COMMENTS - - THE CITY COUNCIL WILL RECEIVE PUBLIC COMMENTS ON ANY ISSUE(S) RELATED TO AGENDA ITEMS. LIMITED DISCUSSION BY THE CITY COUNCIL MAY TAKE PLACE.

There were no public comments.

#### 4. CONSENT AGENDA

4.1. Finance Committee Minutes – September 20, 2023

4.2. City Council Meeting Minutes – September 25, 2023

4.3. Plan Commission Minutes – October 2, 2023

4.4. General Fund Balances – September 2023

4.5. Paid Invoices Report – September 2023

4.6. Special Event Permit – Freedom Park on Saturday, October 14 from 4:00 pm to 10:00 pm

4.7. Approval of a Sign for the Prescott Area Food Pantry of \$925

**Ruona/Otwell motioned to approve the consent agenda. There was no discussion on the Consent Agenda. Mayor Daugherty called for a roll-call vote; Owens – yes, Hintz – yes, Knox – yes, Otwell – Yes, Ruona – Yes. Motion passed without a negative voice vote.**

#### 5. REPORTS OF STANDING COMMITTEES AND COMMISSIONS

##### 5.A. FINANCE COMMITTEE:

The Committee met on October 4, 2023. City Administrator, Matt Wolf, reviewed the minutes for the 2024 budget. Capital Improvements items were discussed. There will be an

8% increase in the water rates due to large water projects coming up and the committee discussed a 3.8% levy increase.

#### 5.B PLANNING COMMISSION:

There was a Commission meeting held on Monday, October 2, 2023. Mayor Daugherty reviewed the minutes. The commission reviewed the new site plan for 1415 N Acres Road. They also discussed intermodal containers having to meet the requirements for standard outdoor sheds. Also discussed was the Churchill site and Ace Hardware.

#### 5.C. PARKS & PUBLIC WORKS:

The meeting originally scheduled for October 23, 2023, was cancelled. The new meeting date will be November 20, 2023, at 5:00 p.m.

#### 5.G. HEALTH & SAFETY:

The next meeting date will be Monday, November 13, 2023, at 5:00 p.m.

#### 5.H. PERSONNEL:

The next Committee meeting is scheduled for November 1, 2023, at 5:00 PM.

### 6. COMMUNICATIONS & NEW BUSINESS

6.1. PUBLIC COMMENTS – The City Council will receive public comments on any issue(s) not related to agenda items. Limited discussion by the City Council may take place; however, no action will be taken on any items. This includes receiving written requests or documentation and possible action at a future consideration.

Alderson, Pat Knox, inquired about the Chambers Storage facility on Orrin Road. He stated that he saw stakes at this site now. City Administrator, Matt Wolf, stated that they had switched vendors for their supplies and just received State approval and approval from AllCroix. Chambers will be starting the buildings that are not climate controlled soon and the climate-controlled units will be done in the spring of 2024.

#### 6.2. Resolution 41-23 Approving the Site Plan Review for a Commercial Expansion at 1415 North Acres Road

The Council discussed approving the site plan review for a commercial expansion at 1415 North Acres Road, also known as River City Stitch. City Administrator, Matt Wolf, reviewed the plans for River City Stitch's expansion. **Hintz/Ruona motioned to approve Resolution 41-23 Approving the Site Plan Review for a Commercial Expansion at 1415 North Acres Road.** Alderson, Knox, asked owner Kim French what the plans were for the expansion. Kim spoke regarding the fact that they are simply running out of space in the current building. She is looking to expand with more supply storage and new machines for the business. **There was no further discussion on the motion. Motion passed without a negative voice vote.**

### 6.3. Resolution 42-23 Approving the Purchase and Installation of Signs in the Amount of \$32,001 from Graphic House Inc.

The City Administrator, Matt Wolf, gave an update on the signs that the Parks and Public Works committee recommended back on April 18, 2023. There are 3 signs that will be placed in town. One is replacing the entry sign by Kasco Marine the second sign will be for the Cherry Street public parking lot and the third sign will be placed at Public Square Park. The money would be coming out of the Capital Improvement Fund reserves, the TID#4 and allocated funds put forward in the Parks budget. **Ruona/Knox motioned to approve Resolution 42-23 Approving the Purchase and Installation of Signs in the Amount of \$32,001 from Graphic House Inc. No further discussion on the motion. Mayor Daugherty called for a roll-call vote; Owens – yes, Hintz – yes, Knox – yes, Otwell – Yes, Ruona – Yes. Motion passed without a negative voice vote.**

### 6.4. Approval of Police Department Vehicle for the City of Prescott Police Chief for a Total Cost of \$46,691

City Administrator, Matt Wolf, gave an overview of the purchase of a vehicle to be used by the Chief of Police. Currently the Chief is using his personal vehicle to respond to emergency incidents. This plan was already included in the Capital Improvement Project for the amount of \$42,000.00 in 2025. Due to unforeseen circumstances, the police department budget does have extra funds available for the costs to outfit this vehicle. **Ruona/Otwell motion to approve the Approval of Police Department Vehicle for the City of Prescott Police Chief for a Total Cost of \$46,691. No further discussion on the motion. Motion passed without a negative voice vote.**

### 6.5. Resolution 43-23 Designating Allocation of the West Central Biosolids Facility Commission's Revenue Bonds to Municipalities for Bank Qualification Purposes

City Administrator, Matt Wolf, gave a background update to the Council regarding the West Central Biosolids. The community group that uses West Central Biosolids has been asked to allocate a portion of their bank qualified bonding allocation via tax-exempt borrowing. The West Central Biosolids membership includes the communities of Amery, Baldwin, Ellsworth, Hudson, New Richmond, Osceola, Roberts, Somerset, Spring Valley and River Falls. The bonds will be used for West Central Biosolids to add space for storage of materials and replacing infrastructure through upgrades to ventilation. **Ruona/Hintz motioned to approve Resolution 43-23 Designating Allocation of the West Central Biosolids Facility Commission's Revenue to Municipalities for Bank Qualifications Purposes. No further discussion on the motion. Motion passed without a negative voice vote.**

### 6.6. Resolution 44-23 Approving Additional Asphalt on Orange Street for the Cost of \$29,347

City Administrator, Matt Wolf, gave an update on the Orange Street project and clarified the budget allocations already made for Orange Street repairs. The extra \$29,347 would be needed for an additional inch of asphalt to make the project a 3" replacement instead of a 2" replacement to make the replacement last longer. Even though there are extra funds needed, the project is still \$11,743 under budget. **Ruona/Hintz motioned to approve Resolution 44-23 Approving Additional Asphalt on Orange Street for the Cost of \$29,347. There was no further discussion on the motion. Mayor Daugherty called for a roll-call vote;**

Owens – yes, Hintz – yes, Knox – yes, Otwell – Yes, Ruona – Yes. Motion passed without a negative voice vote.

#### 6.7. Resolution 45-23 to Proceed with an 8% Simplified Rate Increase for the Water Utility

The council discussed Resolution 45-23 proposing an 8% simplified rate increase for the water utility to fund remediation efforts for existing water projects. This rate increase would generate around \$26,199 for the utility fund. **Hintz/Knox motioned to approve Resolution 45-23 to Proceed with an 8% Simplified Rate Increase for the Water Utility. No further discussion on the motion. Motion passed without a negative voice vote.**

#### 6.8. Approval of Municipal Refuse and Recyclables Collection Contract between the City of Prescott, WI and Tennis Sanitation LLC

City Administrator gave an overview of the ongoing issues with the current hauler. The city has been operating on an at-will agreement with GFL. After reaching out to multiple haulers, Tennis Sanitation was the most competitive. The city has worked with Tennis to put together a proposed contract for solid waste management services and the city will be rolling out information to residents the first part of November. **Ruona/Otwell motioned to approve the Approval of Municipal Refuse and Recyclables Collection Contract between the City of Prescott, WI and Tennis Sanitation, LLC. No further discussion on the motion. Motion passed without a negative voice vote.**

#### 6.9. Approval of a Request for Qualifications for Services for Planning of a Multi-Use Trail to Connect North of USH-10 to Schools, Businesses, and the Existing Trail and Sidewalk System through a Transportation Alternatives Program Application on October 7, 2023

City Administrator, Matt Wolf, updated the council on options for a safe cross from the North side of US Hwy 10 to the South side of Prescott that connects both parts of the community via its sidewalks, trails, businesses and schools. The city is looking to applying for a Transportation Alternatives Program grant to plan, design, and implement the project. Alderperson, Otwell, asked if there would be guaranteed funding for the implementing stage. There is no guarantee. **Ruona/Otwell motioned to approve the Approval of a Request for Qualifications for Services for Planning of a Multi-Use Trail to Connect North of USH-10 to Schools, Businesses, and the Existing Trail and Sidewalk System through a Transportation Alternatives Program Application on October 7, 2023. Alderperson, Knox, questioned whether or not this project would be tagged to a maintenance agreement with the WI DOT in conjunction with another project on Hwy 35. These are two completely separate projects, so no, they would not affect each other. No further discussion on the motion. Motion passed without a negative voice vote.**

#### 6.10. Resolution 46-23 Providing for the Prepayment and Redemption of a Portion of the Outstanding \$3,755,000 General Obligation Corporate Purpose Bonds, Series 2015A

City Administrator updated the council on the prepayment of capital projects/outlays. The city had already put in place a 60% - 75% policy for the general fund balances. This Resolution involves prepaying a portion of the outstanding General Obligation Corporate



Purpose Bonds from 2015. To achieve this, the city plans to pay \$400,000 towards the bond's repayment, reducing the liability but maintaining the same level of funding. **Otwell/Ruona motioned to approve Resolution 46-23 Providing for the Prepayment and Redemption of a Portion of the Outstanding \$3,755,000 General Obligation Corporate Purpose Bonds, Series 2015A. There was no further discussion on the motion. Mayor Daugherty called for a roll-call vote; Owens – yes, Hintz – yes, Knox – yes, Otwell – Yes, Ruona – Yes. Motion passed without a negative voice vote.**

7. OTHER BUSINESS

7.1. Council Workshop – October 11, 2023, at 5:00 PM

7.2. Pine Glen Cemetery Association – October 25, 2023, at 6:30 PM

8. CLOSED SESSION

9. ADJOURNMENT

Ruona/Otwell motioned to adjourn the Council meeting at 6:39 p.m. Motion passed without a negative voice vote.

Respectfully Submitted,  
Rashel Temmers  
City Clerk



**CITY OF PRESCOTT, WISCONSIN**  
**MEETING MINUTES**  
**CITY COUNCIL WORKSHOP MEETING**  
**WEDNESDAY, OCTOBER 11, 2023, AT 5:00 P.M.**

**1. CALL TO ORDER**

Pursuant to due call and notice thereof, a City Council Workshop of the Prescott City Council was held on Wednesday, October 11, 2023, in the Prescott Municipal Building, 800 Borner St. Prescott, WI 54021.

**2. ROLL CALL**

Members present for the roll call were Maureen Otwell, Dar Hintz, Lindsay Owens, and Pat Knox. John Peterson was excused. Member Bailey Ruona entered late at 5:09 pm. Also present were City Administrator Matt Wolf, Clerk Rashel Temmers, Treasurer Beth Lansing, Planner Carter Hayes, Police Chief Eric Michaels and Cedar Corporation City Engineer Greg Adams

**3. 2024 BUDGET**

Staff presented on the 2024 Budget adjusting the levy increase from 3.8% previously discussed at the Finance Committee on October 4, 2023 to a 2.49% increase.

**Aldersperson Hintz motioned to approve the 2024 Budget to City Council with a 2.49% increase for final approval at the November 13, 2023 City Council meeting. Seconded by Aldersperson Otwell. Motion passed unanimously (4-to-0).**

**4. RIVERFRONT PROJECT PHASE 2**

City Administrator Wolf and City Engineer Greg Adams presented the current project overview, public paid boat dock, 256 Front Street, and future Communications Plan for phase 2 of the riverfront project. Council reviewed and an updated concept plan will be brought to Parks and Public Works Committee for approval.

**5. ADJOURNMENT**

Aldersperson Ruona motioned to adjourn the meeting at 5:49 p.m. Seconded by Aldersperson Hintz. Motion passed unanimously (5-to-0).

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Matthew J. Wolf", is displayed on a light gray rectangular background.

Matthew J. Wolf  
City Administrator



**To:** Mayor and Council  
**From:** Carter Hayes, Planner  
**Date:** October 13<sup>th</sup>, 2023  
**Subject:** Request for Statement of Qualifications - TAP Program Application Assistance

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## **Background**

The City of Prescott is initiating a multi-use trail system improvement project at USH 10 and WIS-35, aiming to connect residential developments north of USH-10 and WIS-35 to schools, businesses, and the existing trail system and sidewalks within the City center. To support this project and defray costs, the City intends to submit a Wisconsin Department of Transportation (WisDOT) 2024 - 2028 Transportation Alternatives Program (TAP) Application on October 27, 2023.

## **Discussion**

The City would be seeking the assistance of a qualified consulting firm to provide application support and planning for the feasibility study of the WisDOT TAP Project. The Request for Statement of Qualifications (RFQ), that is attached, will help in selecting a qualified firm to provide the necessary consulting services. (*Scope of services listed in attached RFQ document*).

The City's selection committee (staff) will rank the submitted firms' statement of qualifications on October 18<sup>th</sup> and make a recommendation to Council to approve the selected firm for TAP program application assistance at the October 23<sup>rd</sup> Council meeting. A detailed ranking of applicants will be provided along with a recommendation.

## **Recommendation**

Approve selected firm (listed on supplemental sheet to be provided at the October 23<sup>rd</sup> Council Meeting) for assistance on the WisDOT Transportation Alternatives Program Application.

## **Attachments**

1. Request for Qualifications (RFQ) – Tap Program Application Assistance

## REQUEST FOR STATEMENT OF QUALIFICATIONS

### **Prescott Trail**

(Federally Funded)

WISDOT ID: To be Determined

City of Prescott

Pierce County, Wisconsin

October 4, 2023

### **OVERVIEW**

The City of Prescott (hereinafter referred to as “City”) is requesting assistance from a qualified consulting firm (hereinafter referred to as “Firm”) to provide application assistance and Planning (hereinafter, referred to as “Services”) for the Feasibility Study of a Wisconsin Department of Transportation (hereinafter referred to as “WisDOT”) TAP Project (hereinafter referred to as “Project”). This Request for Statement of Qualifications will assist the City with selecting a qualified firm to provide the consulting Services needed to accomplish the Project. We are providing the following information to assist you with preparing a Statement of Qualifications.

### **BACKGROUND INFORMATION**

The City of Prescott is in West Central Pierce County, Wisconsin with a 2021 population of 4,346. Prescott is considering multi-use trail system improvements to the Northern end of the City to connect residential development north of USH-10 and WIS-35 to schools, business and the existing trail system and sidewalks within its City center. To defray some of the costs, the City desires to submit a WisDOT 2024 - 2028 TAP Program Application (hereinafter referred to as “Application”) on October 27, 2023.

### **SCOPE OF SERVICES**

The Project will be broken down into four phases:

- Planning Application Assistant Phase: The scope of services for this phase will be as follows:
  - Review the proposed project scope with City Staff.
  - Attend one (1) meeting with the City to review project scope.
  - Prepare maps and costs estimates for Application.
  - Prepare Application materials, including narratives and Application forms.
  - Transmit complete Application to City for signature and submittal.
- Planning Phase: (if the City is successful in receiving TAP planning assistance) The scope of services for this phase will be the preparation of a minimum of 3 alternatives to be presented to the City. The 3 alternatives will be presented to the public to achieve public support of a final alternative. All 3 alternatives will require cost estimates, real estate requirements and environmental impacts. Lidar topography will be used for the initial 3 alternatives and a topographic survey of the preferred alternative to achieve 30% plans and estimate. The planning Phase will be completed under a three (3) party contract to be negotiated later between the Firm, City and WisDOT.
- Design application Assistance Phase: (if the above planning phase receives TAP funding) for the anticipated 2025 TAP application:
  - Review the proposed 30% project scope with City Staff.
  - Attend one (1) meeting with the City to review project scope.
  - Prepare maps and costs estimates for Application.
  - Prepare Application materials, including narratives and Application forms.
  - Transmit complete Application to City for signature and submittal.
    - Design Phase: (if the project design application phase receives TAP funding) the scope of services will be to move forward with the design of the 30% plans to final plans,

following the WisDOT Sponsors Guide for all design, reporting, environmental and bidding specifications. The design Phase will be completed under a three (3) party contract to be negotiated later between the Firm, City and WisDOT.

### **STATEMENT OF QUALIFICATIONS (SOQ'S)**

The SOQ submittal should describe the Firm's experience and capabilities to provide application assistance, planning, design, and bidding for the Project. The SOQ should provide sufficient information for the City to determine the Firm's capabilities with providing the required Scope of Services needed to successfully accomplish the Project. The SOQ should be no longer than 32 pages and must include the following minimum information:

1. Firm name, mailing address, telephone number, contact person name and contact person email address.
2. A description of the Firm's understanding of the Project and the Firm's proposed approach to accomplishing the Scope of Services.
3. The names, educational background, and experience of the project team members throughout the Scope of Services for the Project.
4. A description of not more than three (3) related/similar projects that have been composed by the Firm for other owners within the past five (10) years.  
The reference information includes the following:
  - a. Project owner name, address, contact person and phone number.
  - b. Name of project & date completed.
  - c. Brief description of Firm's involvement with that project and how it relates to the City's project.

### **QUALIFICATIONS BASED REVIEW**

All SOQ's received will be reviewed using a Qualifications Based Selection process as prescribed by the State of Wisconsin Department Transportation's Facilities Development Manual Procedure 8-5-20. Consultants MAY NOT include any reference to the estimated cost to provide the Project Scope of Services. Consultants including references to the cost of their services will be eliminated from consideration under this stage of the project.

### **SOQ SUBMITTALS**

1. Submit three (3) copies of the SOQ in a single sealed envelope that is marked "City of Prescott, Trail SOQ".
2. The SOQ's must be received at the City of Prescott Office by no later than 4:00 p.m. CDT on Wednesday, October 18, 2023 and addressed to the attention of:  
Robert Daugherty, Mayor  
City of Prescott  
800 Borner Street  
Prescott, WI 54460
3. SOQ's received after the above stated date and time will NOT be accepted. Actual receipt by said time is required and deposit in the mail is insufficient.
4. Only written questions concerning the project will be accepted. Questions must be directed to Matt Wolf, City Administrator by email to [mwolf@prescottcity.org](mailto:mwolf@prescottcity.org)
5. Written answers to all questions will be provided to all Firms solicited for the Project if they are received no later than 4:00 p.m. on October 13, 2023.
6. The City of Prescott reserves the right to accept or reject any or all items presented in the SOQ submittals.

### **FIRM SELECTION PROCESS**

SOQ's will be reviewed by the City of Prescott Selection Committee. Firms will be ranked in order of preference based on their SOQ and supplementary information gathered via telephone and/or email. The City of Prescott will consider the following criteria in evaluation of the SOQ's and supplementary information:

1. Firm's understanding of an approach to this project. (20%)
2. Related project experience for the assigned Firm personnel. (20%)
3. Firm's related project experience and qualifications. (20%)
4. Firm's past work experience with City. (20%)
5. Resources available to complete the project in a timely matter. (20%)

### **ANTICIPATED PROJECT TIMELINE**

- October 4, 2023 - Release of Request for SOQ's.
- October 18, 2023 - SOQ Proposal Due Date.
- October 18, 2023 - City Selection Committee Reviews SOQ's and selects Firm.
- October 19, 2023 – City Selection Committee makes recommendation to City Council for selected Firm.
- October 20, 2023 - Selected Firm and City negotiate contract for Application Assistance Phase Services.
- October 23, 2023 - City Council approves Application Assistance Phase Services Contract.
- October 23, 2023 - Hold meeting to review project scope.
- October 26, 2023 - Transmit completed Application to the City.
- October 27, 2023 - City submits Application to WisDot.
- Spring 2024 - WisDOT issues 2024-2028 TAP Program awards.
- Spring 2024 - Negotiate 3 party contract for Planning Phase.\*
- 2024 to 2025 - Complete Planning Phase.\*
- Fall of 2025 - Submit TAP Application for design Phase.\*

\*-Dependent upon 2024-2028 TAP award date and subject to change.