

# CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

---

**Agenda Item:** Contract Recommendation for Symons Operational Planning Services

**Requested & Presented by:** Darcy Perkins, Municipal Services Specialist

**Meeting Date:** Finance Committee and Common Council on 10-07-2025

**Committee Review:**

**Background:** The City of Richland Center was awarded a DOR Innovation Planning Grant (IPG) in the amount of \$62,000 for the purpose of evaluating the operational structure of the Symons Recreational Complex. The project is intended to explore future operational and financial models to ensure Symons remains a sustainable and vibrant community resource. To carry out the project, the City issued a Request for Proposals (RFP) with submissions due on August 26, 2025. A total of five firms submitted proposals: Ayres + Ballard King, BerryDunn, Innovative Public Advisors, Matrix Consulting Group, and Northspan.

A review group evaluated the proposals, which were scored according to the published evaluation criteria:

- Understanding of Project and Methodology
- Relevant Experience and Qualifications
- Proposed Work Plan and Timeline
- Fee Proposal and Alignment with Budget
- References and Past Performance

**Department Recommendation:** Staff recommends awarding the project to Innovative Public Advisors (IPA). This recommendation was reached due to IPA's all-inclusive budget, demonstrated familiarity with Wisconsin municipalities, and direct experience with Innovation Planning Grant projects. In addition, their proposed 16-week timeline aligns with the desired schedule for project completion, ensuring that results will be available sooner than other firms who projected 6–10 months.

**Financial Impact:** \$62,000.00

**Funding Source:** Fully funded by the Innovation Planning Grant

**Requested Action:**

**FINANCE:** Motion to recommend to the Common Council to approve the execution of a contract with Innovative Public Advisors for operational planning services fully funded by an Innovation Planning Grant.

**COUNCIL:** Motion to authorize the execution of a contract with Innovative Public Advisors for operational planning services fully funded by an Innovation Planning Grant.

**Attachment(s):**

- Innovation Planning Grant Submission
- DOR IPG Notice of Award
- RFP for Operational Planning Services
- Innovative Public Advisors (IPA) Proposal