



## **Request for Proposals for Small Community Rapid Site Planning Services**

The National Association of Development Organizations (NADO) Research Foundation, the nonprofit research and capacity building affiliate of NADO, seeks proposals from qualified vendors for small community assistance through rapid site planning to be provided to stakeholders in rural east central Wisconsin as part of a publicly funded research project.

### **Background**

NADO is a 501(c)(4) association that serves the nation's multi-jurisdictional planning and development entities, often called regional development organizations or RDOs. The NADO Research Foundation (RF) is the 501(c)(3) affiliate of NADO that provides technical assistance, education, research, and training to support and strengthen the national network of RDOs. Established in 1988, the NADO RF provides thought leadership, conducts research, and produces publications focused on promising practices and innovative approaches that promote regional community development. Learn more at [www.nado.org](http://www.nado.org).

The research activity outlined in this RFP will be completed as part of a technical assistance scope of work focused on transportation and the economy in the Menominee Band of Chippewa Indians Land and Menominee County, Wisconsin, funded by the United States Department of Agriculture (USDA) as part of the Rural Business Development Grant (RBDG) program.

### **Services to Be Performed**

NADO RF is seeking proposals from qualified organizations with documented experience and capacity to provide small community technical assistance to facilitate redevelopment visioning by engaging stakeholders of the Menominee Indian Tribe of Wisconsin, Menominee County, WI, and East Central Wisconsin Regional Planning Commission.

Requested areas of work include:

- Hold a kickoff call with NADO RF and East Central Wisconsin RPC staff and interim calls as needed.
- Gather and analyze relevant data, background information, and site descriptions of up to two sites in the Menominee Indian Tribe of Wisconsin lands and Menominee County.
- Incorporate community surveys and prior community planning in to the site work and site analysis.

- Be able to provide site design support to help communities visualize redevelopment, including conceptual layouts in either digital format or professional drawings.
- Implement an assistance program through rapid site planning at two locations, including a community site visit, engagement with key stakeholders, and development of recommendations for development and investments or improvements for economic opportunity and increased access and mobility.
- A final summary report for each site that addresses redevelopment recommendations and any other related assistance as it pertains to analysis or research that may support the ongoing planning and project development efforts of East Central Wisconsin RPC, Menominee Indian Tribe of Wisconsin, and Menominee County in building a more resilient local economy.

### **Period of Performance**

Activities related to this project will commence on April 20, 2026, and all deliverables including final invoicing and required reporting must be completed and submitted to NADO RF by August 15, 2026.

### **Submission of Proposals**

*All proposals are due April 7, 2026.*

All responses to this RFP must be in PDF format, submitted electronically to NADO RF at [ckissel@nado.org](mailto:ckissel@nado.org). Submissions should include all documents, spreadsheets, images, maps, or other materials as deemed necessary by the respondent.

Questions related to this request for proposals should be addressed to Carrie Kissel [ckissel@nado.org](mailto:ckissel@nado.org) and Haley Schultheis at [hschultheis@nado.org](mailto:hschultheis@nado.org). All questions must be submitted in writing by April 1, 2026.

In responding to this request for proposals, NADO RF requests the following information:

1. Describe your firm's experience in providing rapid site planning analysis, including two examples of past studies, presentations, or other materials that would communicate ability to deliver the requested services.
2. Identify key staff within your organization who would be assigned to work on these tasks and provide brief bios of their relevant experience.
3. Develop a draft scope of work describing major tasks and timing for how your organization would deliver the requested services.

4. Set forth your fee proposal for the project with a brief budget narrative of how you will accomplish the scope of work as outlined.

### **Expectation of Award**

The maximum anticipated cost of these services is **\$24,000**. The term of the proposed contract is four months. Anticipated selection of the responsive proposal will take place on April 13, 2026.

### **Evaluation of Proposals**

NADO RF will evaluate proposals on a qualitative basis. This includes review of the proposal document, related materials, results of discussions with other clients and references, and the firm's completeness and timeliness in its response to this RFP. If needed, interviews with project staff to be assigned to this project could be requested if additional information or clarification is needed after review of submitted materials.

### **Disclaimers**

NADO RF reserves the right to accept or reject any and all responses to this RFP and to re-advertise for new submissions.

NADO RF will not be responsible for any costs incurred by respondents related to the effort required to respond to this RFP.

NADO RF reserves the right to delay or discontinue the selection process at any time.

NADO RF reserves the right to award all, part, or none of the project in the best interest of the overall project and will not be held responsible for any impact on respondents resulting from this decision.

NADO RF reserves the right to request modifications to any documentation submitted if it is in the best interest of the project prior to the time of selection.

NADO RF reserves the right to request clarification or additional information from a respondent prior to selection.

NADO RF reserves the right to negotiate with the selected respondent to provide additional services not outlined in this RFP if necessary and in the best interest of the project.

This RFP is the official documentation governing proposal procedures. No other documents, letters, or oral instructions shall have any influence unless incorporated by reference herein or unless an official amendment is made to this document by NADO RF.

Evaluation criteria contained herein shall be used in evaluating respondents for selection. NADO RF may contact any RFP respondent after receiving its submission to seek clarification on any portion thereof.

Proposal materials will not be returned to RFP respondents.