



Sauk County Administration Department
Request for Proposal Clarifying Questions & Answers
Baraboo Sauk County Campus Redevelopment Plan
August 5, 2025 – 4:00 pm

- 1. Is the project goal to provide big picture ideas/scenarios to best utilize the UW Campus in the future, or should the final deliverable focus toward providing detail on existing infrastructure to guide future reuse. For example, how much detail should be provided on existing building space, utility infrastructure, space needs, etc?**

We are seeking to determine the highest and best use for the property. With that in mind, we are interested in exploring scenarios such as:

- a. The highest and best purpose, supported by preliminary financials and plans*
- b. A hybrid approach combining educational, business, and community uses, along with approximate financials and plans*
- c. A fresh-start approach, outlining what that would entail*

Considering these options will help us be best prepared for the future.

- 2. What types of public engagement events and opportunities have worked well in the past that you would like to see employed as part of this process?**

Open house events have been successful, complemented by social media outreach that includes a simple survey allowing the public to provide comments from their own homes at their convenience. In-person surveys have also proven effective in gathering valuable feedback in the past.

Additionally, the County and City maintain active social media accounts (such as Facebook and Instagram). Flyers or small cards featuring QR codes can be distributed at meetings and events to facilitate easy access to information. We can also share updates through the Towns Association, Chambers of Commerce, and other community networks. The Department regularly utilizes MailChimp for outreach as well.

- 3. What level of involvement do you foresee for the Baraboo Sauk County Campus Commission having? Should the proposal include multiple meetings with this group to gather feedback prior to the final presentation?**

Great question! We anticipate that the Baraboo Sauk County Campus Commission will participate in two engagement sessions with the successful firm.

The first session will focus on gathering their input, similar to other engagement events. It may also include answering any questions they have and updating them on the status of the process.

The second session will involve presenting the FINAL DRAFT of the plan. This will give the Commission an opportunity to ask questions, clarify any remaining details, and ultimately, approve the proposal so it can be forwarded to the County Board of Supervisors and Baraboo City Council for ratification.

- 4. Could you please clarify whether the summary of responses to questions will be available on TUE 08/05 (per table on page 2 of the RFP) or MON 08/11 (p6)?**

*The responses will be out and online by **5 pm on August 5, 2025**. The page six item was not changed when the timeline was updated, so please disregard. Sorry for that typo.*

- 5. P6, under 2.5 Budget and Contract Period states– “Budget should be broken down by the budget year...” Could you please elaborate on the breakdown desired, as in when is the budget year, in the project duration of seven months or less?**

Regarding the potential budget of up to \$150,000, could you please clarify your billing plan for 2025 and 2026? Specifically:

- If you plan to bill a fixed amount monthly from the project start, please specify the total amount you expect to bill in 2025 and in 2026.*
- If you intend to bill monthly throughout the project, then the sums for each year would be the respective totals.*

Understanding your preferred billing approach will help us coordinate with our finance departments to set up the appropriate payment arrangements.