

**Village of Mukwonago
Notice of Meeting and Agenda**

**Downtown Development Committee, DDC
Thursday, August 22, 2019**

Time: 6:00 p.m.

Place: Mukwonago Municipal Building/Community Room 440 River Crest Court

1. Call to Order
2. Roll Call
3. Referral Items
 - a.) RFP status-Village Planner meeting
 - b.) Streetlighting and Hwy 83 status-DPW meeting

Discussion and Possible Action on the Following Items:

4. Summary August 14, 2019 Mukwonago Economic Development -DDC Chair
5. Update on East Troy Bike Trail-DDC Chair
6. Strategic Plan Highlighted Pages
7. Request for Proposals Draft-Wayfinding & Streetscape Project Design Services-Village Planner
8. Village Map Overview of Downtown & Discussion of Conceptual Re-Development Areas
9. Comments from the Public
10. Adjournment

It is possible members of other governmental bodies of the municipality may be in attendance, at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office at (262) 363-6420.

MINUTES OF THE DOWNTOWN DEVELOPMENT COMMITTEE

Village of Mukwonago

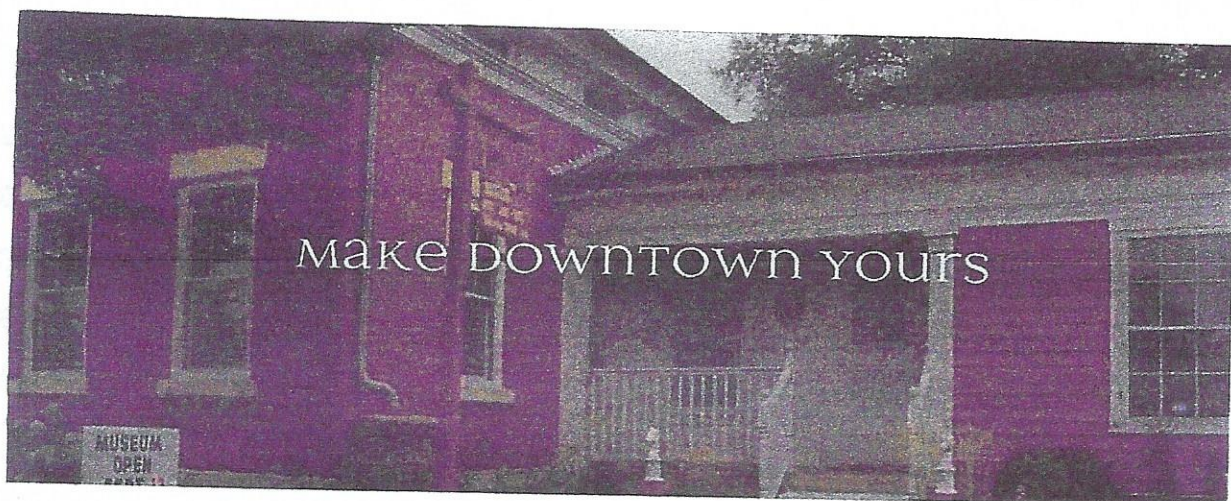
Downtown Development Committee (DDC) Meeting

Minutes of August 1, 2019 (rescheduled meeting from July 25, 2019)

- 1) **A. Call to Order** - Village Trustee Roger Walsh called the meeting to order at 6:14 p.m. located at Village Municipal Building, 440 River Crest Ct, Mukwonago, WI 53149
B. Roll Call - Members Present Ray Goodden, Eliza Pautz, Scott Reeves, Roger Walsh. Members Douglas Yeager, Sandy Kulik, Karl Kettner, and Dave Stockwell noted absent and excused.
C. Public Present - Village Trustee Jason Wamser
- 2) **Approval of Minutes** - E. Pautz made a motion to approve the minutes from the DDC meeting on Thursday, June 27, 2019. S. Reeves seconded. Motion carried.
- 3) **New Business** - discussion and action on the following items:
 - a. Review RFP samples from other communities for downtown improvement requests - Discussion centered on proposed RFP process. R. Walsh informed the DDC that the 2019 budgeted \$35,000 for streetscape plan will not automatically carry over to fiscal year 2020. R. Walsh advised in November a proposal to the Village Board can be made to have the monies carry over to fiscal year 2020 if not fully utilized. R. Goodden commented on the design scope. E. Pautz referenced the "Retail Center: Village Center Overlay Zoning District Boundary and Sub-Districts" ordinance No 931 map that had been adopted by the Downtown Strategic Plan Steering Committee (DSPSC) as the area to begin the downtown design scope. Discussion centered around utilizing the DSPSC potential scope items and fine-tuning the details to define the RFP scope to solicit companies. E. Pautz made the motion to begin the RFP process for Mukwonago Downtown Streetscape, utilizing the recommendations from the DSPSC potential scope items. S. Reeves seconded. Motion carried. R. Walsh was charged with beginning work with Village Planner Ben Kohout to define the top priorities and start RFP process.
 - b. Review of streetlight lighting upgrade AND pedestrian crossing preliminary plans w/cost estimate from May 2018 - R. Walsh presented the estimate from Ruekert Mielke, Inc. that the Department of Public Works (DPW) Director Ron Bittner requested in May of 2018. R. Walsh shared information regarding a movable traffic control light that was purchased from the aforementioned bid. It has been placed at the crosswalk in front of Fork in the Road, further implementations from the bid was postponed by the Village Board until further input from the DDC.
 - c. Connect Communities (CC) Update-Resources & Orientation Summary - R. Walsh attended Connect Communities Main Street Orientation on Wednesday, July 17, 2019. R. Walsh explained the meeting was informational on what

sources are available to members. R. Walsh explained the CC is able to come discuss what can be done for the DDC. R. Walsh summarized a speaker Joe Lawniczak's design discussion explaining the importance of finding a community's identity. J. Lawniczak speech detailed how historic preservation can aid in your community's identity. Downtown Development Resources obtained at the meeting will be distributed by R. Walsh for future reference.

- d. Hold over - Objective Summary - 4 Goals & Objectives Review
- e. Hold over - Recommendations Made for Immediate Implementations-Strategic Plan Pg 23-24
- f. Hold over - Tier 1 & Tier 2 Strategic Plan Recommendations, Strategic Plan Beginning Pg 13-14: Budgeted streetscaping RFP discussion & recommendations
- g. Participation & Service Organization Strategies -
 - A.) August 14th Mukwonago Economic Summit Table -DSPSC 4 Objectives Posters - S. Reeves volunteered to aid R. Walsh at the Economic Summit Table. R. Walsh informed the DDC that there will be information from DSPSC as well as ability for members of the public to sign-up for information and/or volunteer assistance with their strengths
 - B.) Collaboration with Village Admin & Downtown Economic Development Initiatives including Downtown Yours website, Facebook content, email list updating & maintenance - R. Walsh reiterated that there are many opportunities present to get information out regarding the DDC and the importance of continuing outreach initiatives
- 4) **Comments from the public** - Trustee J. Wamser addressed the Committee and referenced the May 2018 Ruekert Mielke, Inc. bid in regards to street lighting and potential initiatives. J. Wamser also noted there are companies that had been previously contacted regarding potential RFPs by the Co-Chair of the DSPSC Tina Chitwood.
- 5) **Referral Items** -
 - a. R. Walsh referred providing information regarding RFP status
 - b. R. Walsh referred communicating with the DPW and determining the street lighting status in the zoned Retail Center
- 6) **Adjournment** - E. Pautz made a motion to adjourn the meeting at 7:20 p.m. S. Reeves seconded. Motion carried.



Downtown Strategic Plan

Village of Mukwonago
Waukesha and Walworth Counties, Wisconsin
June 2018

Some Highlights of 47 Page Downtown Strategic Plan

To see full plan and additional resources:

Go to <https://mukwonagodowntown.com/wp-content/uploads/2019/01/Downtown-Strategic-Plan>

MukwonagoDowntown.com



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Downtown Strategic Plan Steering Committee Members

Jason Wamser - *Co-Chair Village Resident, & Village Trustee*
Tina Chitwood - *Co-Chair, Village Resident & Wisconsin Economic Development Corporation*
Eric Brill - *Village Resident & Architectural Engineer*
Doug Bruins - *Citizens Bank*
Diana Doherty - *Village Finance Director*
Ray Goodden - *Downtown Business Owner & Real Estate Broker*
Eliza Pautz - *Downtown Resident*
Mark Penzkover - *Village Trustee & Village Resident*
Sue Perkins - *Downtown Resident*
April Reszka - *Mukwonago Area Chamber of Commerce*
Roger Walsh - *Real Estate Appraiser, Downtown Property Owner & Village Resident*
John Weidl - *Village Administrator & Economic Development Director*
Fred Winchowky - *Village President & Village Resident*

A special thank you to Kyle Knott, Village Economic Development Intern

Executive Summary

In September 2017, a steering committee was formed to identify the strengths and weaknesses of the Village of Mukwonago's current downtown environment and to create recommendations for downtown improvements based on those findings. Village officials, residents, business owners and community leaders comprised the Downtown Strategic Plan Steering Committee (DSPSC). This group met twice monthly over a period of nine months to discuss and prioritize information obtained through activities such as visioning exercise, community surveys, presentations and other resources. Public feedback was solicited from interested parties who attended the meetings and at a Community Open House in which we asked participants to rank the proposed initiatives according to what was important to them. The result of all these efforts was summarized in this Downtown Strategic Plan and presented to the Village Board June 20, 2018. It is the steering committee's sincere hope that the Village Board will incorporate these recommendations into its own short and long-term plans for the Village.

Development of the Downtown Vision

One of the committee's initial activities was a visioning exercise which involved members of the audience. Questions were asked: "What kind of downtown should we have?" and "What does the downtown mean to you as an individual and to the community?" Themes began to emerge and provided the basis on which to categorize and prioritize numerous ideas and suggestions. A Mission Statement was adopted to capture the spirit of the exercise and to help guide the committee's task of recommending specific downtown goals and the steps needed to achieve them.

Adopted Mission Statement

Make the downtown a pedestrian-friendly destination centered on historic preservation, business development and cultural and recreational opportunities while noting the importance of Goal #1 of the Comprehensive Plan; to preserve and enhance the Village's quality of life including its historical identity, its small-town atmosphere, the community events and its traditional downtown.

Strategic Plan Introduction and Overview

This plan can serve as a guide for the Village of Mukwonago to prioritize and implement improvement projects within the four key areas identified by the committee:

- Business Development
- Culture and Recreation Opportunities
- Historic Preservation
- Pedestrian-Friendly Destination

Why Look at Downtown?

Downtowns are the heart of any community and Mukwonago's downtown is no exception. Mukwonago's unique small town feel is often what draws residents and visitors to the Village. Providing opportunities for people to spend time downtown helps local businesses and encourages new businesses to consider investments in the Village. A thriving downtown also builds a greater sense of community and pride in the Village and aids in the growth of the community's economy. Investment in arts, culture, entertainment, history and events are all important factors in developing a strong downtown. These concepts are part of a nationwide movement called Smart Growth which supports revitalizing Main Street America. We must give people reasons to visit downtown Mukwonago again and again.

In considering all that Mukwonago's downtown has to offer, attention must also be paid to concerns such as traffic and pedestrian safety, parking issues and the preservation of Mukwonago's historical character.

Brief History of Mukwonago

Mukwonago - which translates to Place of the Bear - was first settled in the 1700s by the Potawatomi and by the mid 1800s, saw its first European settlers who began envisioning a town. Mukwonago continued to grow as a farming community aided by the establishment of the Wisconsin Central Railroad which increased its ability to distribute crops. Additionally, diverse business development occurred as more settlers arrived in the area. One hundred years later, Mukwonago began to evolve into a tourist destination as travelers discovered its freshwater springs. In 1905, the town was incorporated into a village and by the late 1980s, Mukwonago saw its most substantial growth as subdivisions began to develop and an industrial park was built.

Throughout the Village's evolution, the downtown has struggled to hold on to its character and charm. The recommendations seek to improve upon these qualities and create a vibrant gathering place for residents and visitors.



Land Use and Urban Design

- **Downtown Boundaries:**
Downtown Overlay District with arterial spokes north on 83 to Field Park, South on 83 to the railroad overpass and Southwest on ES to Indian Head Park.
- **Pedestrian Amenities:** missing sections of sidewalk to access downtown, need for pedestrian crossings with safety features added, concrete medians/bump outs, etc.
- **Transportation:** Hwy. 83 traverses through downtown including heavy truck traffic, backups at prime commuting hours and throughout the day depending on events
- **Land Use:** missing a focus on historic preservation, the positive economic impact of historic preservation on property values, and the need to capitalize on Mukwonago's Certified Local Government status
- **Streetscape:** limited by few public spaces, pocket parks, benches, bike racks, etc. and Mukwonago is in need of landmarks to denote you are both entering and within a historical pedestrian-friendly downtown area
- **Parking:** no signage directing visitors to existing public parking

EXHIBIT 1
Ordinance No. 931



Redevelopment and Historic Preservation/Restoration

- **Facade Renovations:** there is no plan for cohesive image/design guidelines of downtown
- **Historic Preservation:** no active group to review plans and to promote historic preservation following Federal guidelines for evaluating the historical importance of a property (such as a Historic Preservation Commission or Landmark Commission)
- **Real Estate Market:** underutilization of second stories, vacancy rate, removal or repurposing of blight
- **Business Organization:** no group to support the downtown cause politically, technically and financially, such as through a Business Improvement District (BID) or Community Development Authority (CDA)

Recommendations

The following recommendations are offered based on the review of historical downtown plans, discussion of activities previously undertaken by committees and advisory groups with a focus on downtown Mukwonago, research conducted about downtown best practices and available tools, Smart Growth America, the 2017 community e-survey results, and feedback received during the 2018 community feedback open house.

Recommendations are offered, in priority order, as determined by the DSPSC and listed as Tier 1 and Tier 2 groupings. The Plan focus includes the Village Center Overlay Zoning District and the residential areas in the boundaries between Field Park on the North and Indian Head Park on the southwest as well as on Hwy. 83 to the railroad overpass in the southeast.

Tier 1 - Recommendations

These recommendations are those that should be acted upon within a one to two-year timeframe. These recommendations are of the highest importance to the committee and the community. Additional details for each recommendation follow in the next section titled "Description."

- 1-1 | Engage a firm to create a roadway design and streetscaping enhancement plan. Such as sidewalks, crosswalks, beautification, lighting, safety, connectivity and gateways. Begin implementing crosswalk safety enhancements.
- 1-2 | Adopt an ordinance to change the trucking route onto Veterans Way/Holz Parkway to bypass downtown.
- 1-3 | Encourage opportunities for community spaces to allow for activities, community meeting and relaxation spaces in downtown.
- 1-4 | Re-establish a Historic Preservation Commission (Landmark Commission) to guide and support historic preservation and compatible redevelopment.
- 1-5 | Engage a firm to conduct a market analysis with the goal of attracting new businesses and growing the existing economic base, and maximizing the existing commercial space in downtown.
- 1-6 | Investigate the development of a Downtown Business Owner's Association to support and enhance downtown.



Tier 2 - Recommendations

These recommendations should be acted upon within a three to four-year timeframe, as some recommendations build off of the Tier 1 plans. Additional details for each recommendation follow in the next section titled "Description."

- 2-1 | Invest in the maintenance and replacement of pedestrian safety features and roadside amenities. Continue with pedestrian safety and crosswalk enhancements.
- 2-2 | Engage a firm to develop a design plan with specific guidelines focusing on exterior building improvements which are consistent with Recommendation 1-1 to achieve a cohesive environment.
- 2-3 | Promote and collaborate with the Library, Chamber of Commerce, Red Brick Museum and the Wisconsin Historical Society for historical and cultural events and programming.
- 2-4 | Marketing to highlight the uniqueness of Mukwonago and to showcase events, culture and recreational activities.
- 2-5 | Create financial support programs to encourage and support downtown building improvements and business development.
- 2-6 | Invest in wayfinding signage around the downtown and to key points of interest in the Village.
- 2-7 | Marketing of existing public parking options in downtown.
- 2-8 | Investigate the development of a Business Improvement District (BID) to support and enhance downtown.

MUKWONAGO DOWNTOWN STREETSCAPE – POTENTIAL SCOPE ITEMS

1. Review existing pertinent documents and summarize their recommendations.
2. Inventory and map the general location of existing features within the study area.
3. **[OPTIONAL]** Conduct a parking study, including 2-3 field survey of the study area at identified peak parking periods.
4. Create Design Palette alternatives depicting two (2) design themes that include styles for streetscaping elements.
5. Prepare two preliminary concepts, including:
 - A An illustrated conceptual site plan for a subset of the study area (2-3 blocks in length).
 - B A 3D illustrative typical section representing the predominate road width, incorporating the existing context from both sides of the street.
 - C Provide representative "character" images for all proposed streetscaping elements.
 - D A base map of the downtown district illustrating general improvements throughout the entire downtown district – not just in the core section.
6. Develop a final preferred concept and support materials (see #5.A-D) for the core downtown area.
7. Summarize the work completed in the planning process and provide phasing recommendations, grant opportunities, and cost estimates to implement the Plan.
8. This process could include the following public outreach and coordination:
 - A Coordinate and review final concept with WisDOT and with the consultant involved in initial safety improvements earmarked for 2019.
 - B Working "steering" committee meetings to provide feedback and input during the planning process. The number of meetings is dependent on the tasks/work product included in the scope; however, this process generally ranges from 3-5 total working committee meetings.
 - C Hold one public input meeting in the beginning of the process to introduce the project and solicit input.
 - D **[OPTIONAL]** Conduct an online visual preference survey to receive preferences on all major streetscape.
 - E **[OPTIONAL]** Hold a second public "open house" near the end of the process to review draft plan(s).
 - F **[OPTIONAL]** Conduct a walkabout with key stakeholders (and general public) to view and comment on current concerns and issues.
 - G **[OPTIONAL]** Hold a mini-design charrette to provide some initial ideas and concepts.

PROJECT COST: \$20,000 – \$35,000

DRAFT REQUEST FOR PROPOSALS

Recreational and Downtown Wayfinding Signage & Streetscape Project Design Services



Village of Mukwonago
440 River Crest Court, Mukwonago, WI 53149

August 15, 2019

Summary

The Village of Mukwonago would like to invite all qualified designers, landscape architects, graphic artists, and/or other professionals to submit proposals for the design of a Village wide park, downtown, pedestrian and parking wayfinding system AND streetscape concept. There is a perceived need to address hard to find public parking and to address a non-descript Village Center district.

The Signage Project and Streetscape Design Services will provide the Village with design guidelines and technical specifications for future park and wayfinding signs throughout the park/recreational network and Downtown District. In addition, the streetscape will be conceptually envisioned with practical and effective elements to promote a sense of place. The Village plans to pursue the fabrication and installation of the signage and streetscape elements separately, as such these services are not part of this scope of work.

The Wayfinding Signage and Streetscape Design Services shall (1) address the intent of the Village wide recreational network (including parks and trails) as a regional draw and asset, emphasizing connection and usability, (2) address the intent of the Downtown District as a vibrant central core of the Village, with cohesive branding that captures the character and uniqueness of the Downtown District, and (3) provide greater visibility of downtown and associated public parking resources.

The Village of Mukwonago is located in the Southeastern part of the State of Wisconsin and has a population of just over 8,000. Located approximately 30 minutes West of Milwaukee, on Interstate 43 and State Highway 83, combined with the Mukwonago River, and in proximity to Phantom Lake, Mukwonago's Downtown and surrounding park locations make it very unique and attractive for various modes of visitor, recreation and park uses. More information on the Village can be found at www.villageofmukwonago.com.

Project Information

The Village of Mukwonago has identified a lack of wayfinding signage for transportation (municipal parking) and recreational uses. Moreover, the presence of suboptimal signage at public parking lots and throughout the downtown detract from the visitor and resident experience in the Village. Finally, the Village Center lacks common elements that announce one has arrived. Incorporating common signage style and downtown streetscape elements are sought to better address these items.

Village staff, other local organizations and community members have developed various recommendations that can be summarized into the following generalized categories of needed wayfinding improvements:

- 1) Village wide park wayfinding signage,

- 2) Village wide recreation opportunities signage (trailheads, fishing and boating spots and along the paths)
- 3) Downtown pedestrian wayfinding signage
- 4) Historic District wayfinding signage
- 5) Downtown public parking signage

The Village of Mukwonago has also identified a lack of cohesive downtown streetscape treatments that announce you have arrived within the Village Center. Moreover, the lack of color, common elements, perceived safe pedestrian crossing opportunities (State Highway 83), lighting elements, benches, planters, garbage receptacles, handicap parking opportunities within the downtown area detract from the visitor and resident experience in the Village.

Village staff, other local organizations and community members have developed various recommendations that can be summarized into the following generalized categories of needed streetscape improvements:

- 1) Crosswalks,
- 2) Beautification,
- 3) Lighting,
- 4) Safety,
- 5) Connectivity,
- 6) Gateways.

Goals

Wayfinding Signage

The Village has identified the following goals of the Wayfinding and Signage Project:

- Strategic placement geared primarily towards pedestrians
- Highly user friendly for visitors and residents alike
- Providing a clear “Gateway” concept that one is entering the downtown district
- Graphically consistent
- Create a sense of place related to the Village’s Downtown Downton District and recreation system

Streetscape

The Village has identified the following goals of the Streetscape Project:

- Propose ideas for banners, street lights, benches, garbage/recycling cans, bike racks, shade, vegetation, restrooms, water fountains, gathering spaces and gateways
- Connect and enhance Indianhead Park on the southern boundary of downtown
- Incorporate elements that promote the concept of being welcoming, attractive,

colorful, connected and safe

Scope of Work

Wayfinding Signage

Upon selection, the successful candidate or team will perform the following tasks as part of the scope of work:

1. Review existing signage
2. Meet and work with the review committee and staff
3. Provide a minimum of at least two design alternatives or variations for review by the Project Committee. Full signage design suites are required for the (1) park entrances and trail system, (2) downtown pedestrian level, and (3) downtown public parking categories outlined in the summary. The suite should include the following elements:
 - a. Uniform symbology, text, color, and scale
 - b. Color schemes
 - c. A hierarchy of signs for each category
 - d. A version of the Village of Mukwonago logo
 - e. The signs must be reproducible for future fabrication
 - f. All signs must meet industry standards for vehicular clearance, reflectivity, lighting, safety standards as well as applicable federal and state DOT regulations
 - g. Recommendations on materials which take into account maintenance and replacement costs
4. Provide maps detailing location, placement, and quantity recommendations for each of the three categories. Maps should include both Village wide and downtown specific scales.
5. Provide an overview of fabrication and installation guidelines and pricing estimates for the Village to consider as the project moves forward.
6. Cost estimates, including installation (based on regional comparisons).

Streetscape Proposal

1. Review existing streetscape element conditions
2. Meet and work with the review committee and staff
3. Provide a minimum of at least two design alternatives or variations for review by the Project Committee. Full details on all recommended elements. The details should include the following elements:
 - a. Color Schemes
 - b. Cut Sheets for any recommended amenities (lighting, benches, planters, etc.)
 - c. Materials
 - d. Base map of Village Center (as defined) showing all elements incorporated
 - e. 3-D illustrative typical section representing full immersion into completed

- project with selected elements.
- f. Preferred concept recommendation from firm and explanations.
- g. Build out cost estimate (based on regional comparisons).

Professional Requirements

The successful team, at a minimum, will possess the following qualifications:

- Graphic design experience with wayfinding signage, streetscape design and branding.
- Public sector contracting experience.
- Project management experience, ensuring delivery within scope, according to schedule, and within budget.
- Transportation sign regulation knowledge, MUTCD experience.
- Recreational signage experience.
- Familiarity with relevant materials, fabrication and maintenance needs, and experience working with fabricators.
- Familiarity with Wisconsin DOT or other DOT standards for streetscape allowances

The successful team will ideally also possess the following:

- Experience working with tourism industries.
- Experience working with parks departments.

RFP Submission Requirements

1. Team Profile and Information

- a. Short narrative of the firm or team profile(s), identifying the principles of the firm, key personnel who will be responsible for the project work, and similar project experience.
- b. A narrative of the team and company culture, design philosophy and approach, process, and an explanation of why the proposer's team is the most qualified firm to provide the requested services.
- c. A sample portfolio of relevant experience including artwork, design and photographs of previously implemented projects similar in nature, if available, with project budgets.
- d. An overview of a typical scope of work and any relevant rate sheets.

2. Proposal

- a. A narrative that demonstrates understanding of the project proposal, expression of the firm's interest in the work.
- b. Provide a succinct, but detailed description of the process and products that would be delivered based on the Scope of Work section of this RFP, including the following elements:
 - i. Signage location recommendations
 - ii. Specifics regarding signage placement
 - iii. Specifics regarding streetscape element placement

- iv. A style suite that outlines appropriate design/location matches
 - c. Submit a schedule for completing the scope of work.
 - d. Submit a total project budget for completing the scope of work.
- 3. References & Samples**
- a. Three references, including current contact information, from any combination of the following:
 - Public sector client
 - Private development corporation or agency
 - Private art installation of commissioned projects
 - b. Provide digital copies of two example work products that most closely match the product desired in this RFP.

Evaluation Criteria

- Experience with designing wayfinding signage and similar signage systems, including technical expertise and industry experience.
- Experience with designing streetscape elements allowable within Wisconsin DOT right of ways.
- Proven ability to work with a local signage committee and municipality.
- Approach and project understanding.
- Quality, completeness, and clarity of submission.
- Plan budget and value to the Village.
- Special consideration for firms or teams who demonstrate a keen knowledge of the Village of Mukwonago may be considered in lieu of other selection criteria or in addition to above criteria.

Submittal Deadline

Interested teams must submit required materials by **Friday, September 13, 2019**, to bkohout@villageofmukwonago.com, or by mail or in person to:

Subject line: Wayfinding Streetscape
RFP Benjamin Kohout
Village Planning Department
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Inquiries or questions regarding the RFP can also be sent to Benjamin Kohout, Village Planner, at bkohout@villageofmukwonago.com.

General Disclaimers

1. The Village of Mukwonago is not liable for any costs incurred by the inspector and/or assigns in responding to this Request for Proposal, or for any costs associated with the discussions required for clarification of items related to the proposal, including interviews.
2. The Village of Mukwonago reserves the right to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at its own discretion and without penalty.
3. All materials that are prepared, acquired, created or utilized to fulfill the Request for Proposals shall become the property of the Village of Mukwonago as permitted by law.