



City of Berlin

108 N. Capron Street; P.O. Box 272
Berlin, WI 54923

Phone: 920-361-5400 Website: www.cityofberlin.net

1. STATEMENT PURPOSE

The City of Berlin (hereinafter referred to as "CITY") invites attorneys qualified to practice law in the State of Wisconsin to submit a proposal to serve as the City Municipal Court Attorney for the City, as outside (not in-house) counsel subject to the terms and conditions described herein.

2. GENERAL INFORMATION

The City is located in Green Lake and Waushara counties, Wisconsin. The CITY has an estimated population of 5,600 and is served by a Mayor and six City alderpersons. The City has a full-time Police Department, with 12 full-time officers.

The City is part of the Lakeside Municipal Court. Court sessions for the City of Berlin are held at City Hall (108 North Capron Street, Berlin WI 54923). Initial Municipal Court sessions are typically held once a month (on the second Wednesday of the month), generally there is no need for legal assistance at the initial appearances. Pretrial conferences are generally held telephonically. Pretrials and trials are typically held on the third Wednesday of the month.

3. SERVICES TO BE PROVIDED

Municipal citation prosecution and enforcement, including but not limited to the following municipal court matters: traffic citations, building code enforcement actions, zoning violation enforcement actions, nuisance enforcement actions, and all municipal court citation prosecution and appeals; with additional circuit court and appellate enforcement proceedings on request.

4. PROPOSAL REQUIREMENTS

Proposals should include responses to each of the following items. Include other information as appropriate to address the services the CITY can expect from the attorney.

- A. Profile and history of the firm including attorneys in the firm and a list of the principals. Indicate the attorney(s) who will be responsible for the work performed for the CITY.
- B. A listing of current and past local government (municipal court) clients including the name and telephone numbers of the client contact.
- C. Current fee schedule/expense rates. Indicate whether the fee schedule varies for different types of legal work or by attorney or support staff. Be sure to be inclusive of all costs to the CITY.

- D. Fee Estimate. Since June of 2025 the City has issued 609 citations (primarily municipal ordinance violations (161) and traffic violations (448)), of those 54 resulted in a Not Guilty Plea (averaging about 10 contested citations a month for pretrials, with an average of one per month going to trial under the current litigator). With this typical case load, provide a breakdown of your anticipated average number of hours needed to handle City Municipal Court Attorney duties, and the estimated average monthly cost to the City.
- E. Billing. Bills to be submitted to the City monthly. Provide a sample bill showing typical charge explanations.
- F. Identify any currently known potential conflicts of interest in representing the CITY.

5. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- A. Qualifications and experience of the attorney and/or firm working with local government/municipal court.
- B. Experience and availability of staff assigned to serve the CITY.
- C. Scope and cost of services.
- D. References.
- E. Propensity for conflicts of interest regarding representation of the CITY.
- F. Anticipated longevity and ability to provide a continuous and stable level of service to the CITY.

6. SCHEDULE OF DATES

The following schedule has been established by the CITY for the selection of a City Municipal Court Attorney. Dates are tentative and are subject to change.

November 14, 2025	Publish RFP.
November 26, 2025	Proposals due at 12:00 p.m.
December 2, 2025	Committee of the Whole interviews of selected attorneys/firms.
December 9, 2025	Common Council makes decision.
January 23, 2026	Effective date for selected attorney/firm to become City Municipal Court Attorney.
February 18, 2026	Lakeside Municipal Court Pretrial conferences

7. TERMS AND CONDITIONS

- A. The CITY reserves the right to accept or reject any or all proposals and to award a contract to the next most qualified attorney/firm if the successful attorney/firm does not execute a contract within thirty (30) days after the award.

- B. The CITY reserves the right to request clarification of the information submitted and to request additional information.
- C. All questions should be emailed to cityadministrator@cityofberlin.wi.gov
- D. There is no expressed or implied obligation of the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- E. The proposals must be received at the email or mailing address below no later than Wednesday, November 26, 2025, at 12:00 p.m.

City of Berlin
Attn: City Municipal Court Attorney Proposal
108 N. Capron Street
PO Box 272
Berlin, WI 54923
cityadministrator@cityofberlin.wi.gov