

**LOCAL PUBLIC AGENCY REQUEST FOR PROPOSAL (RFP)
FOR REAL ESTATE SERVICES FOR**

Project: I.D. 6540-01-03

Corridor: WIS 91, WIS 49 South to Berlin, Green Lake County

Issued by: The City of Berlin

Submit RFP responses to: Jessi Balcom, City Administrator

Proposals due no later than 4:30PM on May 29, 2026

For further information regarding this RFP contact:

Jessi Balcom, City Administrator
cityadministrator@cityofberlin.wi.gov
(920) 361 5400
108 N Capron Street
PO Box 272
Berlin, WI 54923

LATE PROPOSALS WILL BE REJECTED/LATE PROPOSALS WILL NOT BE ACCEPTED

Issued: April 21, 2026

Exhibit A: TLE Exhibit

Exhibit B: 60% Plan Set

Anticipated Start Date: Anticipated start date will be as soon as contracts are signed following contract award. All appraisals shall be scheduled and work completed within a suitable timeline to meet the PS&E date of **May 1, 2028**. City will provide from the DOT the construction plan, profile and cross sections and right of way plats as they become available.

I. GENERAL INFORMATION

A. Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for real estate acquisition services for the WIS 91 project.

B. Definitions

The following definitions are used throughout this RFP:

1. Municipality means Municipality of the City of Berlin.
2. Consultant means staff or Principal Consultant.
3. Principal Consultant means firm or individual which contract will be named under.
4. Functional area means those areas typically recognized as task areas of appraisal, acquisition, relocation, and lands management.
5. Sub-consultant means firm or individual doing work under Consultant.
6. Proposer means firm or individual submitting proposal.

C. Scope

1. Background and Statement of Need

The Municipality has deemed it practical and necessary to engage in a turn-key real estate contract for services to include, but not limited to, project management, acquisition, appraisal, and lands management to acquire necessary property rights for the Highway 91 Road Project.

The magnitude or complexity of this project is of such significance as to be beyond the present capabilities of the Municipality submitting this request, either for expertise or staffing resources. The use of a turn-key contract, over individual task contracting, was chosen to promote more uniform coordination between the individual task areas, as well as providing a project management resource to aid the Municipality in project tracking, public involvement, and project coordination.

Due to the need stated above, the Principal Consultant will be required to provide the expertise and resources to accomplish many coordination and public involvement

activities as well as the specific tasks relating to the functional areas. Note: See attached exhibit A for greater detail of parcels and acquisitions (TLEs).

2. Description of Work to be Performed (Tasks)

Services to include, but not limited to:

- a. Provide a Real Estate Project Manager
- b. Preparation of nominal value offers
- c. Coordinate with utility moves
- d. All title search services
- e. Complete appraisal services
- f. Pre-project conferences
- g. Complete acquisition services
- h. Preparation of all parcel files
- i. Prepare and maintain project spread sheets
- j. Recording all appropriate documents
- k. Prepare all appropriate documents
- l. Coordination of all plat revisions
- m. Preparation of R/W Certifications

3. Qualifications and Responsibilities of the Consultants or Sub-Consultants

Qualifications: Consultants must be on the Wisconsin Department of Transportation Bureau of Technical Services listing of approved personnel. The selected consultant shall provide professional, competent real estate staff that have demonstrated direct appraisal, relocation, and acquisition experience necessary to provide quality and timely services for the real estate services listed. The consultant shall have demonstrated satisfactory real estate service performance on comparable prior public improvement projects. The consultant must be knowledgeable about and have the experience performing the following:

- a. Valuation (appraisal and waiver)
- b. Consultant must be knowledgeable of the Wisconsin Department of Transportation's Real Estate Program Manual, and all work must be performed in accordance with it
- c. Consultant must be able to work in a professional manner with multiple groups (City personnel, general public, affected property owners, WDOT personnel, etc.)

- d. Consultant must be capable of interpreting and implementing all tasks according to laws, statutes, codes and policies
- e. Consultant must be able to put documents into READS Parcel Logs for Review
- f. Consultant must be capable of interpreting and implementing all functional areas according to laws, statutes, codes, and policies.
- g. Consultant must be certified, registered, approved, or otherwise recognized to hold such levels of competence in those areas where such levels or designations are required.
- h. Consultant must be capable of providing expertise in analytical skills, computer skills, and conflict resolution skills.
- i. Consultant must be capable of providing expertise in oral and written communications, and public involvement.
- j. Consultant must be capable of providing exhibits, drawings, graphs, or spread sheets to meet the needs of the project.
- k. Consultant must be capable of providing expertise in understanding the interconnected needs within the real estate functional areas, as well as other project related areas such as design and construction.

Responsibilities. Consultants and or sub-consultants will be:

- l. Acting as agents for the Municipality in all of the functional areas of real estate and project management.
- m. Providing all of the typical real estate services and will be the recommendation authority for all submittals for revisions, settlements, payments, and computations. (Any settlement, payment, or computation approval must be approved by the Local Municipality.)
- n. Responsible for preparation and accuracy of all documents, project files, and parcel files.
- o. Providing liaison, support, and/or potentially direct contact and response to political, individual, agency, or any other inquiries pertinent to the real estate activities.

This is a connecting highway project and is in conjunction with WisDOT, and that the WisDOT manual and process will be followed. Turn-key acquisition project which includes introduction letters, review of title work, sales study/data book, Nominal Payment Parcel Report, appraisals if needed, negotiations including all READS input and offering packages, closing out parcel files to include recording of all documents, W-9 information, sending of six-month/two-year deed letters, encroachment related

documents, and to complete a final audit verifying that all information is in READS at the end of the project. Appraisal Review will be completed by WisDOT.

D. Procuring and Contracting Agency

This RFP is issued by the Municipality which is the sole point of contact during the selection process. The contract resulting from this RFP will be a two party contract between the Consultant and the Municipality. The contract resulting from this RFP will be administered by the Municipality. The contract administrator will be the City Administrator.

E. Clarification of the Specifications and Requirements

Any questions concerning this RFP should be submitted to:

Jessi Balcom, City Administrator

cityadministrator@cityofberlin.wi.gov

(920) 361-5400

PO Box 272 108 N Capron Street

Berlin, WI 54923

II. PREPARING A PROPOSAL

A. General Instructions

The evaluation and selection of a consultant will be based on the information submitted in the proposal, plus references, and accompanied contract dollars as bid for the work required. Submittals should respond clearly and completely to all requirements. Failure to respond completely may be the basis for rejecting a proposal.

B. Specific Proposal Requirements

Proposals are expected to describe a plan that can be accomplished within the framework described above and identify any constraints, limitations or special arrangements that may be required to perform the tasks needed. Proposals are expected to present ideas in sufficient detail to demonstrate an understanding of the process, and an appreciation for the degree of communication and effort needed to carry out the duties effectively and successfully.

The proposal shall:

1. Proposals must include no more than twenty (20) pages, 8 ½ inches by 11 inches.
2. All quotations must identify the firm name, address, and specific assessment services experience in Wisconsin. The proposals should also include the names, educational background and municipal assessment experience of the person or persons to be assigned as the Municipality's point of contact for the work to be performed.
3. Identify the specific tasks involved in the performance of the proposed work effort.
4. Identify the means in which these tasks would be implemented.
5. Identify the Principal individual(s), qualifications, and experience of those proposed to do the work.
6. Identify any computer or graphic aids that may assist in the preparation of documents or exhibits.
7. Include a list of references for the Consultants and Sub-consultants.
8. A detailed resume of the person or persons to be assigned as the Municipality's primary contact for work to be performed should be submitted.
9. The proposals should also identify any and all contractual requirements that the bidder has.

C. No Assignment

The successful applicant is not permitted to assign, subcontract, or transfer the work of providing assessment services, without the prior written approval of the Municipality.

D. Insurance

The successful applicant shall maintain insurance coverage to protect against claims, demands, actions, and causes of action, arising from any act or omission of the

successful applicant, his/her agents and employees in the execution of the work. The successful applicant shall indemnify and hold harmless the Municipality for any and all errors and omissions as they relate to this office in a form approved by the City Attorney. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the Municipality. The City of Berlin shall be named as an additional insured.

Limits of Liability shall not be less than:

1. Workers compensation statutory limits
2. Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$1,000,000 per occurrence, combined single limit
3. Comprehensive auto liability, including property damage and non- ownership coverage in the amount of \$1,000,000 per occurrence, combined single limit.

E. Incurring Costs

The Municipality or State of Wisconsin is not liable for any cost incurred by proposers in responding to this RFP. The Municipality or State of Wisconsin is not liable for any cost incurred by proposers in preparing any cost calculations or submittals for the contract portions of this request.

F. Proposal Cost

Include the full cost of the proposal for project to be completed in the format provided on the attached Cost Form.

III. PROPOSAL SELECTION AND AWARD PROCESS

A. Evaluation Team

The Municipality's evaluation team will consist of members who have been selected because of their special expertise and/or involvement in the requirements and/or performance of the proposed work effort.

B. Proposal Scoring

Accepted proposals will be reviewed by the evaluation team and scored against the stated criteria listed below. The team will review references. The evaluation team scoring will be tabulated and proposals ranked based on the numerical scores received. The proposals will be reviewed and awarded to the successful applicant whose quote is the most

responsive to the solicitation and is the most advantageous to the City of Berlin. The conditions enumerated in this request for proposal will form the basis for the agreement which the City will enter into. The final agreement will be modified upon selection and will be subject to review and approval by the City Council.

The criteria to be used in evaluating the Request for Proposals are stated below:

1. General requirements: This will be based on the submittal's organization and how well the qualifications and capabilities of the Consultant and Subconsultants meet those needs to carry out the tasks as described, and that the level of expertise matches the designated tasks.
2. Technical requirements: This will be based on how familiar the Consultant and Subconsultants are with the requirements of Limited Term Easement (LTE) acquisition and all applicable associated functional areas.
3. Performance requirements: This relates to the Consultant and Subconsultants, and how well the individual(s) understand the basics and inter-relationships of the paperwork and communications required in performance of the possible unique situations, as well as the defined tasks.
4. Support requirements: This portion will be based on what technical equipment and/or personnel the Consultant and Sub-consultants have at their disposal for performing the defined tasks as well as unforeseen situations.

C. References

Proposers must include in their RFP a list of references for the Consultants and Subconsultants. References should include organizations name, including contact name, address, and telephone number, which can be used as references for work performed in the area of services required, or similar experience. Selected organizations, or individuals, may be contacted to determine the quality of work performed and personnel assigned to the project.

D. Acceptance/Rejection Process Right to Reject Proposals

The Municipality may schedule discussions with applicants submitting proposals as deemed necessary. The Municipality will award the contract based upon the proposal that the Municipality determines is in the best interests of the Municipality.

The successful applicant who submits the proposal selected by the Municipality shall be required to enter into a contract with the Municipality as set forth in this RFP, with said contract to be drafted subsequent to selection of the successful proposal.

The Municipality reserves the right to reject any and all proposals if determined that they do not satisfactorily meet the needs or qualifications required in accomplishing the tasks defined. The same right to reject may also be used if the work defined is either no longer required or project cancelled.

The City has deemed it practical and necessary to engage in a turn-key contract for services to include, but not limited to, project management, acquisition, appraisal, and lands management.

E. Right to Negotiate Contract Terms

The Municipality reserves the right to negotiate the terms of the contract, including the ward amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the Municipality may negotiate a contract with the next highest scoring proposer.

IV. SUBMITTING THE PROPOSAL

Proposers must submit an electronic PDF via email of all materials required for acceptance of their proposal on or before 4:30 P.M. on May 29, 2026 for this RFP to cityadministrator@cityofberlin.wi.gov .

Proposals may not be sent by facsimile machine.

All proposals and contracts submitted will become the property of the Municipality to which they are submitted, whether that Consultant and/or Subconsultant is selected or not, and may not be returned.

V. FINAL SELCTION

The City Council of the City of Berlin will select the successful applicant. It is anticipated that a firm will be selected by approximately June 9, 2026.

COST FORM

Project: Real Estate Services

City of Berlin, Green Lake and Waushara Counties, Wisconsin
Wisconsin Department of Transportation Highway Project **6540-01-03**

Deadline: May 29, 2026 - 4:30pm

To: City of Berlin

We _____ (name of consultant) acknowledge that we have received the RFP documents. We hereby agree to provide all services required to complete the work in strict accordance with this Request for Proposal and contract documents for the following stated amounts:

Appraisal parcel fees \$ _____

Negotiation parcel fees \$ _____

In the event a Nominal Waiver of Appraisal changes to an Appraisal, the Appraisal fee will be \$ _____. The negotiation fee shall remain the same.

Time of Completion: The undersigned agrees, if awarded the contract, to supply deliverables by the dates specified. Failure to complete work will result in liquidated damages of \$100 per calendar day thereafter until work is completed.

Warranty: By act of submitting a proposal for the proposed work, the consultant warrants that:

- 1) Consultant and its subcontractors have carefully and thoroughly reviewed the RFP documents and have found them complete, free of ambiguities, and sufficient for the purposes intended; and
- 2) Consultant and all workers, employees, and subcontractors are skilled and experienced in the type of work represented by the RFP documents; and
- 3) Proposal is based solely upon the RFP documents and properly issued addenda and not upon any other representation; and
- 4) Neither the consultant nor its employees, agents, or subcontractors have relied upon any verbal representations allegedly authorized from the City, its employees or agents, in assembling the proposal.