



# REPORT TO BOARD OF REVIEW

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**ITEM NAME:** Finance/Treasurer Office Update:  
**Revaluation/Reassessment of Village Properties during 2026-2027**  
**PREPARED BY:** John Jacobs, Finance Director/Treasurer  
**DATE PREPARED:** 05/11/2026

Here is an update of the tentative timeline for the 2026-2027 Revaluation/Reassessment process for the Village of Kronenwetter.

**RFP for Revaluation/Reassessment of Village Properties during 2026-2027:**

I will be sending out the RFP's for the 2026-2027 revaluation/reassessment of all Village Properties in early May 2026, so that the proposals are available to be reviewed by the APC and Village Board during the month of **May 2026**. The existing assessor contract auto-renewed with an estimated 3% increase going into 2026 for regular monthly maintenance services, instead of the 15%-20% increase that I had placed in the 2026 budget, assuming that there would have been time in Fall 2025 to review the RFP for Assessor Services at that time, which did not happen due to the time constraints that fell on me to get the 2026 budget across the "finish line", without a Village President or Village Administrator on board at that time.

After speaking with our existing Assessor firm several months ago, an "estimated" timeline for accomplishing a 2026-2027 Revaluation/Reassessment of all Village Properties would be the following:

- Early May 2026: Send out RFP's for Regular Assessor and Revaluation/Reassessment Services.
- Late May 2026: Committee & Village Board reviews and approves RFP for Regular Monthly Assessor Maintenance and Revaluation/Reassessment services.
- June - July 2026: Contracted Assessor works with Village on notifying/mailling out information to Village property owners about Revaluation/Reassessment process.
- July 2026 – August 2027: Next 14 months spent by Assessor on physical outdoor reviews of all Village parcels.
- August 15, 2027: Wisconsin Department of Revenue releases final 2027 equalized valuation of Village of Kronenwetter.
- August 16, 2027 – Early September 2027: Assessor conducts final review of proposed 2027 assessed valuations of all Village parcels, to make sure that the numbers are very close to 100% equalized valuation number from the Wisconsin Department of Revenue for 1/1/2027.
- After Labor Day 2027: Assessor mails out proposed 2027 assessed valuation notices to all property owners.
- After Labor Day 2027 – Early October 2027: Assessor holds Open Book Reviews/Appointments for Village property owners to review updated assessment roll records.
- Early/Mid October 2027: Assessor holds Board of Review with Village Board, and finalizes the 2027 assessment roll; Assessor reports final assessment valuation of Village to Wisconsin Department of Revenue.
- December 2027: Tax Bills sent out to Village property owners with "updated" assessment valuations.

Full Value Law  
Wisconsin Statute §70.05  
Village of Kronenwetter, Marathon County

Assessment Year

Action

2022, 2023,  
2024, **2025**  
(4 Years out of compliance)

(1st) **Non-  
Compliance**  
Notice to  
Municipality

Wisconsin Department  
of Revenue will monitor the  
level of assessment for the  
municipality during the next  
assessment year.

2026  
(5 Years out of Compliance)

(2nd) **FINAL**  
Notice to  
Municipality

Wisconsin Department  
of Revenue will order a state  
supervised revaluation for the  
next assessment year if still  
out of compliance.

2027  
(6 Years out of Compliance)

A revaluation is  
**Ordered**  
by the Wisconsin  
Department of  
Revenue

Wisconsin Department of Revenue  
orders a complete revaluation if  
the municipality is still out of  
compliance. It will become a stated  
mandated reassessment the  
following year without action  
during the 2027 assessment year.

2028  
(State Ordered Reassessment)

A revaluation  
**MUST** be  
completed  
and Supervised by  
the Wisconsin  
Department of  
Revenue

A complete reassessment will be  
conducted and supervised by the  
Wisconsin Department of Revenue  
(all costs will be billed to the  
municipality).



# Annual Assessment Summary

## General Information

|                                             |                    |              |                         |
|---------------------------------------------|--------------------|--------------|-------------------------|
| Assessment year                             | 2025               | Municipality | Village of Kronenwetter |
| Co-muni code                                | 37145              | County       | Marathon                |
| Municipal Assessment Report type/date filed | FINAL / 2025-07-15 |              |                         |

## Assessor Information

|       |                  |
|-------|------------------|
| Name  | Nick Laird       |
| Phone | (920) 749 - 1995 |
| Email | INFO@APRAZ.COM   |

## Fast Facts

|                       | 2021           | 2022           | 2023           | 2024           | 2025             |
|-----------------------|----------------|----------------|----------------|----------------|------------------|
| Total assessed value  | \$ 726,667,600 | \$ 739,032,500 | \$ 745,956,900 | \$ 748,737,500 | \$ 749,304,600   |
| Total equalized value | \$ 741,690,200 | \$ 817,805,900 | \$ 895,765,200 | \$ 964,532,600 | \$ 1,081,333,900 |
| Net new construction  | \$ 20,580,200  | \$ 6,056,700   | \$ 9,763,900   | \$ 4,872,600   | \$ 4,266,700     |

## Parcel Count and Number of Acres by Class

|                        | 2024 Parcels | 2024 Acres | 2025 Parcels | 2025 Acres | Parcel Change | Acres Change |
|------------------------|--------------|------------|--------------|------------|---------------|--------------|
| Class 1 – Residential  | 3,054        | 3,940      | 3,065        | 3,970      | 11            | 30           |
| Class 2 – Commercial   | 111          | 764        | 113          | 767        | 2             | 3            |
| Class 3 – Mfg          | 11           | 102        | 10           | 100        | -1            | -2           |
| Class 4 – Agricultural | 281          | 3,648      | 284          | 3,648      | 3             | 0            |
| Class 5 – Undeveloped  | 387          | 4,333      | 389          | 4,334      | 2             | 1            |
| Class 5m – Ag forest   | 155          | 2,247      | 157          | 2,247      | 2             | 0            |
| Class 6 – Forest lands | 373          | 5,827      | 374          | 5,800      | 1             | -27          |
| Class 7 – Other        | 41           | 87         | 41           | 87         | 0             | 0            |
| Total                  | 4,413        | 20,948     | 4,433        | 20,953     | 20            | 5            |

## Real Estate Sales

| 2024          | Single Family | Multi-Family | Commercial | Mfg | Agricultural | Utility | Time Share | Misc |
|---------------|---------------|--------------|------------|-----|--------------|---------|------------|------|
| Valid sales   | 104           | 0            | 6          | 0   | 1            | 0       | 0          | 5    |
| Invalid sales | 126           | 0            | 5          | 0   | 8            | 0       | 0          | 21   |
| Total sales   | 230           | 0            | 11         | 0   | 9            | 0       | 0          | 26   |
| 2023          | Single Family | Multi-Family | Commercial | Mfg | Agricultural | Utility | Time Share | Misc |
| Valid sales   | 84            | 0            | 3          | 0   | 1            | 0       | 0          | 7    |
| Invalid sales | 100           | 2            | 2          | 0   | 2            | 0       | 0          | 4    |
| Total sales   | 184           | 2            | 5          | 0   | 3            | 0       | 0          | 11   |

## Assessment Level and Type

|                  | 2021      | 2022  | 2023  | 2024  | 2025  |
|------------------|-----------|-------|-------|-------|-------|
| Assessment type  | EXT REVAL | MAINT | MAINT | MAINT | MAINT |
| Assessment level | 99.14     | 89.44 | 83.28 | 77.63 | 69.37 |

## Additional Information

- Contact your assessor ([revenue.wi.gov/DOR%20Publications/assrlist.pdf](https://revenue.wi.gov/DOR%20Publications/assrlist.pdf)) with questions on the assessment data above
- Assessment information - review Reports ([revenue.wi.gov/Pages/Report/Home.aspx](https://revenue.wi.gov/Pages/Report/Home.aspx))
- Definitions and more - review Property Assessment Process Guide for Municipal Officials ([revenue.wi.gov/Pages/HTML/govpub.aspx#property](https://revenue.wi.gov/Pages/HTML/govpub.aspx#property))
- DOR contact - [otas@wisconsin.gov](mailto:otas@wisconsin.gov)



**REQUEST FOR PROPOSALS:  
2026-2027 Revaluation/  
Reassessment Services  
and  
July 2026 - June 2031  
(5-Year) Assessment  
Maintenance Services  
for the  
Village of Kronenwetter  
  
Kronenwetter, Wisconsin**

**Finance Department**

**Issued: May 22, 2026**

**Proposal Questions: June 1, 2026, by 4:30 p.m.**

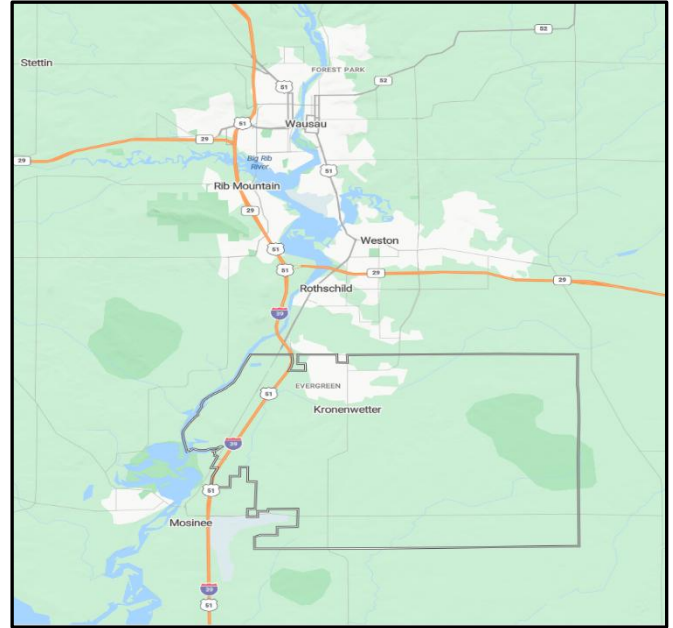
**Proposals Due: June 8, 2026, by Noon**

Village of Kronenwetter – Request for Proposals for Assessment Services  
Finance Department  
1582 Kronenwetter Drive, Kronenwetter, WI 54455  
Email: [jjacobs@kronenwetter.gov](mailto:jjacobs@kronenwetter.gov)  
Phone: 715-693-4200 Ext. #1726

## A. INTRODUCTION AND SUMMARY

The Village of Kronenwetter, Wisconsin (hereafter referred to as “Village”) invites proposals from qualified assessment firms (“Consultant”) to provide annual assessment services and revaluation services. The Village is seeking to continue partnering with a consultant to provide statutory assessor services for the community.

Submissions must be received by the Finance Department no later than Noon on June 8, 2026.



## B. COMMUNITY OVERVIEW

The Village of Kronenwetter is located in North Central Wisconsin in Marathon County. The Village is part of the Wausau metro area (regional population of approximately 140,000), and has a local population of 8,595 (2025 Wisconsin Department of Administration). The Village has a mixture of residential, commercial, manufacturing, and agricultural properties.

A village-wide revaluation was last completed in 2021, with a market value adjustment. Since then, annual maintenance services have been provided via a contracted firm. The Village’s assessment ratio for 2025 was 69.37% total.

The Village’s Equalized Value was \$1,081,333,900 in 2025. The Village’s Assessed Value was \$749,304,600 in 2025. The Village has 3 active Tax Incremental Financing Districts (TID’s #1, #2, and #4) accounting for \$110,464,200 equalized value or 10.22% of the equalized value. Tax Increment Financing District #3 was closed in February 2026. The 2025 Statement of Assessment identifies the following parcel counts:

| Property Class      | Total Parcels | Improved Parcels |
|---------------------|---------------|------------------|
| Residential         | 3,065         | 2,888            |
| Commercial          | 113           | 77               |
| Manufacturing       | 10            | 6                |
| Agricultural        | 284           | 0                |
| Undeveloped         | 389           | 0                |
| Agricultural Forest | 157           | 0                |
| Forest Lands        | 374           | 0                |
| Other               | 41            | 38               |
| Total               | 4,433         | 3,009            |

## C. OBJECTIVES

The following outlines the Village's overall goals for its tax assessment program:

1. Consultants will endeavor to work seamlessly with Village staff and determine adequate customer service needs. This could be achieved on an as-needed, part-time basis.
2. Provide statutory tax assessment services that are accurate and current.
3. Perform ongoing maintenance, market adjustment, and revaluation in a cost-effective manner. The Village's expectation for revaluation is to occur every 5-7 years.

## D. SCOPE OF WORK

The Consultant shall be the statutory assessor for the Village and complete in a professional manner all the work required under this proposal in accordance with Wisconsin State Statutes. The Consultant shall complete revaluation, statutory assessor, and full-value maintenance services for all taxable real property within the Village for the term of the agreement. It is anticipated that the selected Consultant will begin work under contract in the summer of 2026.

### Required Services:

- a) Consultant shall perform all the work required to properly and professionally assess the real property of the Village in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue.
- b) Consultant's contract shall be managed by the Finance Director/Treasurer or his/her designee. Consultant shall meet with the Director on assessment issues as needed.
- c) Consultant shall be available to attend, at the request of the Finance Director/Treasurer, Village Administrator, or department head, Village Board and committee meetings upon reasonable prior notice on an as-needed basis in furtherance of its assessment obligations.
- d) Consultant shall provide an e-mail address and a local (or toll free) phone number for Village officials and customers to contact the Consultant during regular business hours, Monday through Friday.
- e) Consultant shall field review and assess all properties that were under partial construction as of January 1<sup>st</sup> of the previous year.
- f) Consultant shall field review and assess new construction as of January 1<sup>st</sup> of the current year.
- g) Consultant shall perform interior inspections on all newly constructed homes, partially constructed homes from the previous year, and any interior remodeling including kitchen, bath, basement remodeling, and additions, if allowable.
- h) Consultant shall field visit and measure all properties with building permits for exterior remodeling and for detached buildings and decks, and other miscellaneous permits. The Village utilizes **MyGov (Tyler Technologies)** for permit software.

- i) Consultant shall field review as deemed necessary sale properties and properties for which no building permit has been issued.
- j) Consultant shall account for all buildings destroyed or demolished.
- k) Consultant may informally provide projected assessed values for potential development projects or land sales/purchases at the request of the Finance Director/Treasurer or Village Administrator.
- l) Consultant shall coordinate with Village staff for an annual meeting to discuss the previous year's development projects and building permit data.
- m) Consultant shall determine the fair market value of mobile home units in the municipality subject to the monthly municipal permit fee, in accordance with State Statute 66.0435.
- n) Consultant shall implement use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue.
- o) Consultant shall create, print, and mail State-approved Notices of Changed Assessment to property owners and others as required by State Statutes.
- p) Consultant shall conduct Open Book sessions in accordance with Wisconsin State Statutes. Consultant shall prepare a written statement regarding Open Book dates, times, and instructions on how to set up an appointment for an Open Book session, at least thirty (30) days prior to the first Open Book session.
- q) Consultant shall be responsible for preparing for the annual Board of Review hearing proceedings as required by State Statutes prior to the deadline each year. Consultant shall work with the Village Clerk to arrange for the hearings. Consultant will provide digital photographs and data for comparable properties in advance of the Board of Review meeting so that the Board and the petitioner have evidence of comparability.
- r) Consultant will attend the Board of Review hearing(s), serve as Village staff at the hearing(s) and defend the valuations and work products. Consultant will promptly and adequately follow up and respond to any appeals made at the Board of Review hearing, incorporating assessment modifications as approved. The consultant will be available for any Circuit Court proceedings that may result from appeals or other assessment-related matters.
- s) Consultant shall be responsible for providing all assessment data to Marathon County to facilitate the digital and manual transfer of data and values and for ensuring that the County's assessment roll is balanced to the records submitted by the Consultant. Consultant will provide printed copy of assessment roll to the Village.
- t) Consultant shall be responsible for providing the Wisconsin Department of Revenue (WI DOR) with both preliminary and final reports of assessed valuations after the Board of Review meeting. Consultant will also be responsible for providing WI DOR with assessments for all TIF districts by the prescribed deadlines.
- u) Consultant shall place detailed property assessment records with images and full parcel information on the internet with free access to the public and the Village. This may be accomplished through the Village's existing online resources or through the Consultant's

software package. Property record cards will be updated on at least an annual or bi-annual basis. Consultant shall provide the Village with unlocked, freely accessible databases upon request. Consultant will provide an annual export of one PDF property card per parcel ID, or a suitable alternative.

- v) Consultant is not permitted to assign, subcontract, or transfer the work of providing assessment services without the prior written approval of the Village Board.
- w) Assessment Software:

The Village historically consulted an outside contractor for Assessor Services, with Market Drive software being used. Should another software be utilized, it shall at a minimum meet the following items:

- i. Comparative sales reports that can be used to support individual assessments with adjustments shown to be derived from the regression analysis.
- ii. Flexible cost and depreciation tables that can be adjusted to capture specific markets. For commercial properties, a system-generated income approach to value.
- iii. The ability to electronically export the completed assessment roll to Marathon County in the format required, eliminating any manual data entry of the completed roll.
- iv. The ability to import "start-up data" from any existing databases to avoid time/cost-consuming initial data entry.
- v. The ability to accept and import the Village's existing building permit records utilizing either a CSV or MS Excel file.
- vi. Maintains a separate sales listing file to record and store data on sale properties as of the date of sale.
- vii. Maintains an ownership history.
- viii. The ability to create a wide range of reports, including Assessment Roll, Assessor's Final Report; and neighborhood attributes and values.
- ix. The ability to run queries to locate specific data.
- x. Has an electronic sketch for each property and photographs.
- xi. Uses standard database format that can be read or easily converted to be read by other software packages and managed by Microsoft Sequel (SQL) Server.
- xii. The data should be capable of being uploaded to the Village's GIS system.

## **2. Village Obligations:**

- a) With guidance and support from the Consultant, the Village shall publish required notices with the local media. This applies to Open Book and any other required notices.
- b) The Village shall furnish adequate space at the Kronenwetter Municipal Center at no cost to the selected Consultant, including furniture and other equipment as necessary. Access to Village Office space shall also be granted after normal hours.

- c) The Village shall allow access by the Consultant to Village records including, but not limited to, prior assessment rolls, sewer and water layouts, building permits, tax records, building plans, records of special assessments, plats or any other maps and property files at no cost.
- d) The Village shall aid the Consultant with a reasonable promotion of public information concerning the work under this agreement.

## E. SUBMITTAL QUESTIONS

All questions shall be submitted in electronic form to the email below by 4:30 p.m. on Monday, June 1, 2026. Answers will be provided via the [Village website](#) as an addendum to the RFP as they become available. The Village anticipates releasing responses to questions by 4:30 p.m., Wednesday, June 3, 2026. Multiple addenda may be released.

Question Portal: [jjacobs@kronenwetter.gov](mailto:jjacobs@kronenwetter.gov)

## F. SUBMISSION REQUIREMENTS

The Village wishes to evaluate each proposal under the same uniform review standards. Respondent shall submit one (1) electronic copy in PDF format to the Finance Department. To be considered, proposals must be received no later than Noon, Monday, June 8, 2026, at the portal link below:

RFP Submittal Email: [jjacobs@kronenwetter.gov](mailto:jjacobs@kronenwetter.gov)

The following format and sequence should be followed to provide consistency in the firm's responses and ensure that each proposal receives full consideration. Use 8 ½ x 11 sheet pages with a minimum font size of 10 points and separate sections as defined below. If any of the information provided by the Proposer is found to be substantially unreliable, their proposal may be rejected in the sole opinion of the Administrative Policy Committee.

Proposals should include all the following categories. The categories below coincide with the evaluation criteria listed in Section G:

### 1. Cover Letter:

The letter shall identify the firm name and address. Provide the name(s) of the person(s) authorized to make representation for your firm, their title, address, email address, and telephone number(s).

### 2. Qualifications and Capabilities:

- a. Demonstration of successful experience in providing general assessment services and software to Wisconsin municipalities of similar size. Include a summary of the firm's experience providing assessment services for Wisconsin municipalities similarly sized to the Village of Kronenwetter. The summary should also include evidence of the accuracy of the firm's work.
- b. The qualifications of key personnel and past experience with providing assessment and revaluation services for both residential and commercial properties. Include the names, educational background, Wisconsin Department of Revenue certification level, and municipal assessment experience of the person(s) to be assigned to perform the scope of work. Include the key contact person's experience with conducting a revaluation process

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Village of Kronenwetter – RFP for Proposals for Assessment Services

1582 Kronenwetter Drive, Kronenwetter, WI 54455

Email: [jjacobs@kronenwetter.gov](mailto:jjacobs@kronenwetter.gov) Phone: 715-693-4200 Ext. 1726

and experience with assessment evaluation of potential tax-exempt properties.

- c. Provide a staff organization chart. Identify key individuals involved in this project, their affiliation, and office location. For each staff member identified in the organization chart, provide DOR certification level.

**3. Understanding and Approach:**

- a. Demonstrate understanding of the assessor services requested.
- b. Provide your firm/team's approach to achieving the project's scope of work, as presented in Section D above.
- c. Provide any value-added services your firm/team can provide above that are not identified within the request.

**4. Project Timeline:**

- a. Outline of assessor services provided and the approach/timeline for each.
- b. Recommended annual schedules for all elements listed in Section D above.

**5. Budget:**

State the total annual compensation rate to provide the services described above and in accordance with the laws of the State of Wisconsin for assessment. Clearly list the fee for each year of the proposed contract with a not-to-exceed sum including all the Consultant's costs, but not necessarily limited to: labor, materials, supplies, equipment, transportation, meals, lodging, computer software, and Board of Review expenses. All expense reimbursements will be the responsibility of the firm. The Village will pay monthly as invoiced on the basis of the percentage of work completed; however, the Village is open to other payment structures suggested by the Consultant.

Provide separate compensation rate for the revaluation/revaluation services requested to be completed by October 15, 2027 to bring the Village's assessment valuation up to 100%. The Village anticipates that a physical exterior inspection would be required for this purpose.

**6. References:**

Identify and provide contact information for references from Wisconsin municipal clients for which the Consultant has provided assessment and/or revaluation services, preferably within the past two (2) years. References must include the name, title, email address, and business phone number of the contact person.

**7. Insurance and Legal Responsibilities:**

List the names and addresses of the insurance companies that have written commercial liability insurance policies for your organization. Joint ventures should list the insurers for the company or person expected to be the major owner of the joint venture.

- a. Has any insurance company paid on behalf of the persons or organizations covered? If so, indicate names and addresses of insurance companies, particulars of payment, and date(s).
- b. Is your firm now, or has it been, within the past five (5) years, involved in any legal action related to any projects? If yes, please explain in detail and identify any

judgments entered in such action.

- c. Provide all details of any declaration of default, non-conformance notices, or termination for cause against your firm with respect to such services. In addition,

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state whether during the past five (5) years your firm or sub-consulting firms have been suspended from either bidding or entering into any government contract.

#### **8. Conflict of Interest:**

Disclose any potential conflicts of interest with the Village of Kronenwetter.

## **G. SELECTION PROCESS, SCHEDULE, AND CRITERIA**

All proposals will be evaluated based on the technical and professional expertise and experience of the submitting firm(s), the proposed method and the procedures for completion of the work, and the proposal's cost. The firm's apparent ability to be independent and objective in performing the requested work will also be considered.

#### **1. Solicitation Schedule:**

This solicitation's critical dates and times are listed below. The Village may need to change any of these dates or times. All dates are subject to change.

| <u>Action</u>                    | <u>Estimated Completion Date</u> |
|----------------------------------|----------------------------------|
| RFP Release                      | May 22, 2026                     |
| Village publishes Class 2 Notice | May 24, 2026 and May 31, 2026    |
| RFP Questions Due                | June 1, 2026 (4:30 p.m.)         |
| RFP Question Response            | June 3, 2026 (4:30 p.m.)         |
| RFP Response Due Date            | June 8, 2026 (Noon)              |
| Administrative Policy Committee  | June __, 2026                    |
| Village Board Approval           | June 22, 2026                    |
| Service Start Date               | July 1, 2026                     |

#### **2. Evaluation Committee:**

The Finance Director/Treasurer or Village Administrator may appoint an internal evaluation committee to review and evaluate the proposals using the following criteria, prior to the Administrative Policy Committee meeting. At its sole discretion, the Village may contact the references and/or visit one or more of the projects listed in response to this solicitation as part of the evaluation process. A shortlist of proposers may be interviewed.

#### **3. Selection Criteria:**

Any proposal not meeting the minimum qualifications stated above will be rejected. The criteria below are not necessarily listed in order of importance. Proposals will be evaluated based on the following criteria:

- Cover Letter
- Qualifications and Capabilities
- Project Understanding and Approach
- Project Timeline
- Budget
- References

Based on the evaluation process and selection criteria, the Administrative Policy Committee may select a proposer to negotiate and complete a formal contract for services.

## **H. GENERAL TERMS AND STATEMENT OF RIGHTS AND UNDERSTANDING**

The Village reserves and may, in its sole discretion, exercise any and all of the following rights and options with respect to this RFP:

1. Each Proposer should carefully read and review all such items and address them in its proposal. However, the final description of the services and/or specifications to be provided to the Village under this RFP is subject to negotiations with the successful Proposer and the Village's final approval.
2. The Village reserves the right to reject any or all proposals, to divide responsibilities among one or more applicants or the project team, to waive formalities, and to select the individual or firm/team which, in the Village's sole judgment, can best perform the scope of services required.
3. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP. The Village has prepared this RFP and does not purport to be all-inclusive or to contain all of the information a prospective applicant may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP.
4. Ownership of all data, material, and documentation originated and prepared for the Village pursuant to the RFP shall belong to the Village and be subject to public inspection in accordance Wisconsin Public Records law. Trade secrets or proprietary information submitted by the Proposer shall not be subject to public disclosure unless otherwise required by law or a court.
5. The Village is not liable for any costs incurred by any Proposer in connection with this RFP or any response by any Proposer to this RFP. The expenses incurred by a Proposer in the preparation, submission, and presentation of the proposal are the sole responsibility of the Proposer and may not be charged to the Village, regardless of whether or not the Village ultimately selects a Proposer's Proposal for completion of the work detailed in this RFP.
6. The Village of Kronenwetter does not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.
7. Submission:
  - a. Submission of a proposal does not bind the Village to any action or any applicant.
  - b. Proposals received after the deadline will not be accepted. Proposals will not be opened publicly. It is neither the Village's responsibility nor practice to acknowledge receipt of any proposal. It is the responder's responsibility to ensure that a proposal is received in a timely manner.
  - c. No official, employee, or elected official having any part in the selection or approval of a Proposer shall have any financial interest, either direct or indirect, in the contract, nor shall any such official, employee, or elected official exercise any undue influence in the awarding of the contract.

d. Amendment/Clarification of proposals may be done as follows:

i. By Village: The RFP may be amended by the Village in response to need for further clarification, specifications and/or requirement changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors and must be signed and returned by the vendor as specified in the amendment.

ii. By Consultant: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

e. Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

8. To negotiate with one or more applicants.
9. To select any submission as the basis for negotiations and to negotiate with applicants for amendments or modifications to their submission.
10. To conduct investigations with respect to the qualifications of each applicant.
11. The Village is not responsible for costs associated with preparing proposals or for costs incurred before formal notice to proceed is issued if a contract is awarded.
12. The Proposer shall maintain, during the life of the Agreement, public liability and property damage insurance to cover claims for injuries, including accidental death, as well as claims for property damages that may arise from the performance of work under the Agreement.
13. Insurance:

The Consultant shall maintain during the life of the Agreement, the minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement, in such amounts and in such forms as is acceptable to the Village Attorney. This includes comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability; automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars; workers compensation and employers' liability insurance as required by the State of Wisconsin; professional liability insurance covering damages to Village resulting from errors and omissions of the Consultant. The Certificate of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the Village and shall name the Village as an additional insured under Consultant's general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance and endorsement shall be delivered to the Village prior to execution of the agreement for final approval.

## **I. EXHIBITS:**

1. 2025 Final – Equated Statement of Assessment
2. 2025 Statement of Changes in Equalized Values by Class and Item
3. 2025 Statement of Changes in TID Value (Wisconsin Department of Revenue – Equalization Bureau)
4. 2021-2025 Annual Assessment Summary (Wisconsin Department of Revenue)
5. 2021 – 2028 Assessment Timeline

Village of Kronenwetter – RFP for Proposals for Assessment Services

1582 Kronenwetter Drive, Kronenwetter, WI 54455

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