



Request for Proposals (RFP) – Village Attorney Services

A. Purpose

The Village of Kronenwetter, Marathon County, Wisconsin is seeking proposals from law firms or attorneys to provide village attorney services.

B. Work of the Village Attorney

The Village Attorney provides all legal services to support the needs of the Village of Kronenwetter excluding prosecutorial services and excepting occasional services for highly specialized matters.

C. Submittal Instructions

The Village of Kronenwetter reserves the right to request additional written or oral information to supplement any or all written proposals. Interviews with no more than 3 firms are anticipated.

Firms are requested to provide a written proposal no later than 12:00 p.m. CST, July 21, 2025. Proposals may be delivered to Jennifer Poyer, Village Clerk, Kronenwetter Municipal Center, 1582 Kronenwetter Drive, Kronenwetter, Wisconsin, 54455 or may be submitted electronically in PDF format to jpoyer@kronenwetter.org. Late proposals will not be accepted. Please clearly mark proposals "Village Attorney Services Proposals" on the lower left corner of the envelope.

D. Inquiries regarding this RFP should be directed to:

Jennifer Poyer, Village Clerk
1582 Kronenwetter Drive, WI 54455
(715) 693 4200 ext. 1728
(715) 693 4202 (fax)
Email: jpoyer@kronenwetter.org

E. Description of Client

The Village of Kronenwetter's population as of October 10, 2023 was estimated to be 8,539. The form of government is Village Board-Administrator, with a part-time President (elected once every two years), six part-time Trustees (elected once every two years at-large with staggered two-year terms), and a full-time Administrator. Village services include general government, emergency medical services, fire & police services, public works, planning and zoning and parks and recreation. The Village has contracts with Riverside for emergency medical services. The Village has thirty full-time employees, six part-time employees as well as seasonal employees.

The Village Board meets twice per month on the second and fourth Monday of each month at 6:00 p.m. Standing committees including Administrative Policy, Utility, Community Life Infrastructure and Public Property, as well as Redevelopment Authority and Plan Commission meet once a month. Special meetings may be scheduled as the schedules of attendees allow.

F. Time Requirements

Release of Request for Proposals: June 16, 2025
Proposals due no later than 12:00 p.m. CDT, July 21, 2025
Interviews: August 2025

G. Proposal Content

1. Provide a brief explanation of your firm's qualifications to provide legal services to the Village of Kronenwetter.

2. Proposed Attorney or Attorneys

Name and describe the attorney. Clearly identify the lead Village Attorney and name assisting attorney(s) if applicable.

3. References

Provide two references for the Attorney(s).

4. Compensation

Propose a compensation package, inclusive of all services to be provided. Outline hourly fees for each attorney or paralegal assigned to the engagement, specifying if different hourly rates are charged for different activities (attending board meetings, travel time, etc.). Please indicate the smallest increment of time used for billing purposes (fifteen- or thirty-minute minimum for a five-minute phone call). Invoices for services provided on an hourly or cost-plus basis shall include details of the attorney(s) and support staff time and activity description. **The Village is open to a variety of approaches, including hourly rates, a flat monthly rate with add-ons or a combination.**

The Village reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Village, including costs.

H. Right to Reject

The Village of Kronenwetter reserves the right to reject any and all proposals and accepts no responsibility for the cost of proposal preparation.