



**TWO
RIVERS**
WISCONSIN

City of Two Rivers

Request for Proposals for Professional Appraisal Assessment Services

Issued: February 25, 2026

Proposal Questions Due: March 13, 2026

Proposals Due: April 3, 2026

Anticipated Contract Start: January 1, 2027

1. Introduction

The City of Two Rivers, Wisconsin (the City), requests proposals from qualified and experienced firms to provide professional property assessment services in accordance with the specification, terms, and conditions contained in this Request for Proposal (RFP). The City intends to select a firm to perform the services described in this document and to negotiate and enter into a contract for those services.

1.1 About City of Two Rivers

The City of Two Rivers is a historic Lake Michigan harbor community in Manitowoc County, known as both the birthplace of the ice cream sundae and a gateway to outdoor adventure. Positioned at the confluence of the East and West Twin Rivers, the city combines small-town charm with a strong spirit of reinvestment and innovation.

Two Rivers is a family-oriented, destination community with a mix of single-family neighborhoods, lakefront living, and a growing creative culture. Its residents are engaged in outdoor recreation such as sailing, kayaking, fishing, biking, and hiking while also embracing a strong tradition of manufacturing and entrepreneurship.

As a municipal government, the City provides a variety of public services including local government administration, public works, community development, parks and recreation, and public safety. The City currently maintains an assessed property valuation base of approximately \$1 billion, covering residential, commercial, industrial, and other property types.

Table: City of Two Rivers Property Classifications

REAL ESTATE (See Lines 18 -22 for other Real Estate)	PARCEL COUNT	
	TOTAL LAND Col. A	IMPROVEMENTS Col. B
RESIDENTIAL - Class 1	4,677	4493
COMMERCIAL - Class 2	358	318
MANUFACTURING - Class 3	28	28
AGRICULTURAL - Class 4	5	0
UNDEVELOPED - Class 5	4	0
AGRICULTURAL FOREST- Class 5m	0	0
PROD. FOREST LANDS - Class 6	0	0
OTHER - Class 7	0	0
TOTAL - ALL COLUMNS	5,072	4,839

1.2 Purpose

The City's goal for this RFP is to provide tax assessment services that are technically sound and accurate and also provide a level of customer service that is consistent with the expectations of other City services. The City seeks to utilize consultant services in a way that meets the needs for ongoing assessment maintenance, market adjustments, and revaluation in a cost-effective manner. This may mean that large revaluation projects are avoided completely by more aggressively maintaining equity on an ongoing basis.

The City seeks a firm with demonstrated experience in Wisconsin municipal assessment practices to ensure that all taxable property within the City is assessed in a fair, equitable, and legally compliant manner.

The selected firm will assist the City in maintaining accurate property valuations, supporting statutory assessment requirements, and promoting transparency and public confidence in the property assessment process. The City intends to enter into a professional services agreement with the firm that best meets the City's needs in terms of qualifications, experience, methodology, and cost.

1.3 Applicable Laws

The contract awarded shall be governed in all respects by the laws of the State of Wisconsin and any litigation with respect thereto shall be brought in the courts of the State of Wisconsin in the County of Manitowoc. The vendor awarded the contract shall comply with applicable federal, state, and local laws and regulations.

2. Scope of Services

The selected consultant shall be the statutory assessor for the City and complete in a professional manner all the work required under this proposal in accordance with Wisconsin State Statutes. The City seeks proposals from qualified firms to perform the following professional services:

1. Conduct a market revaluation to determine current fair market value of all real property within the City as required under Wisconsin Statutes.

Option 1 (Preferred). Cyclical Full Value Revaluation with Annual Maintenance. Consultant will conduct a cyclical full market revaluation at intervals consistent with City policy (*generally every three to four years*), with annual assessment maintenance in the intervening years to maintain compliance with Wisconsin Statutes.

Option 2. Other Alternatives. Proposals may include alternative valuation cycles or methodologies recommended by the consultant, provided each option includes a clear description of scope, compliance approach, and cost.

2. Maintain and update all related property records, maps, and valuation data to

ensure accuracy, consistency, and compliance with applicable standards.

- 3. Prepare and submit written reports documenting appraisal methodologies, analytical processes, and valuation data, and attend meetings with City staff and elected or appointed officials as necessary to explain findings and support decision-making.**

3. Required Qualifications

Firms submitting proposals must demonstrate the following:

- a. Demonstration of successful experience in providing assessment services to Wisconsin municipalities of similar size. Include a summary of the firm's experience providing assessment services for Wisconsin municipalities with a population greater than 5,000. Include name of municipality, population, equalized value, total parcel count, and type of assessment services provided.
- b. The qualifications of key personnel and experience of 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 or persons to be assigned to perform the scope of work. Include the key contact person's experience with conducting a revaluation process and experience with assessment evaluation of potential tax-exempt properties.
- c. Identify key individuals involved in this project, their affiliation, and office location. For each staff member identified, provide DOR certification level.
- d. Please indicate which individuals will attend the proposed interview if an interview is requested.
- e. Overview of the anticipated project timeline and recommended annual schedules.
- f. State the total compensation rate to provide the services described for assessment years 2027, 2028, and 2029. Clearly list the fee for each year of the proposed contract with a total not-to-exceed sum.
- g. Provide up to three references from Wisconsin municipal clients within the last three years.
- h. List the names and addresses of the insurance companies that have written commercial liability insurance policies for your organization.
- i. Disclose any potential conflict of interest including, but not limited to, familial relationships between members of the consulting team and elected officials and/or employees of the City of Two Rivers.

4. Proposal Content

Proposals must include the following sections:

Cover Letter: Firm name, history, address, contact, and signature of authorized representative.

Project Understanding & Approach: Description of how your firm will deliver the requested services.

Qualifications & Experience: Evidence of professional credentials and past municipal work.

Work Plan & Timeline: Task descriptions, milestones, and estimated completion dates.

Cost Proposal: Complete cost breakdown including fees, reimbursable expenses, and total cost.

References: Contact information for at least three recent municipal clients.

History of Closed Litigation: Proposals must include a summary of any settled litigation involving the firm related to appraisal or assessment services within the past five years, including the nature of the case and final disposition.

5. Proposal Evaluation

Proposals will be reviewed by a City team based on the following criteria:

- Qualifications & Experience
- Project Understanding & Approach
- Cost Proposal
- References & Past Performance
- Timeline & Capacity

The City reserves the right to request interviews prior to final selection.

6. General Terms and Conditions

A. Proposal Submission: Proposals must arrive by March 27, 2026. Late submissions will not be considered.

B. Public Records Law: All proposals are subject to Wisconsin's open records laws.

C. Contract Requirements: The selected firm must enter into a Professional Services Agreement with the City.

D. Reservation of Rights: The City reserves the right to:

1. Reject any or all proposals
2. Waive technicalities or irregularities
3. Negotiate modifications to proposals

E. Costs: The City is not responsible for any costs incurred by proposers in preparing proposals.

7. Questions and Clarifications

All questions regarding this RFP must be submitted in writing to:

Kassie Paider
Finance Director
kpaider@two-rivers.org