

**Request for Proposals**  
**Assessment Services for the Town of Caledonia, Waupaca County 2026-2030**

The Town of Caledonia in Waupaca County, Wisconsin is accepting proposals from qualified individuals or firms to provide assessment services for the Town until 1 pm on September 3, 2025.

**Mail proposal to:**

Town of Caledonia  
Attn: Assessment Services  
PO Box 190  
Readfield WI 54969

**Deliver proposals to (put in secure dropbox in door):**

Town of Caledonia  
Attn: Assessment Services  
E9181 State Rd 96  
Readfield WI 54969

Electronic submission: Email [caledoniatownclerk@gmail.com](mailto:caledoniatownclerk@gmail.com), subject line "Assessment Services 2026-2030"

Questions for further information on this RFP may be directed to:

Bill Abba, Chairperson  
(920) 667-4953  
[caledoniachairperson@gmail.com](mailto:caledoniachairperson@gmail.com)

Date of Request: July 22, 2025

Project Title: Assessment Services for the Town of Caledonia, Waupaca County 2026-2030

Submittal Due: 1:00 pm CT, September 3, 2025. There will be a public opening for these proposals.

Label the sealed envelope of the submittal: "Assessment Services 2026-2030"

**Background Information:**

The Town of Caledonia is a rural community located in the southeast corner of Waupaca County.

Most recent revaluation: 2024

Parcels: 1500; 710 with improvements; 82 farms with improvements (approximately)

TID districts: None

New construction permits pulled:

2023: 6  
2024: 12

**Scope of Work:**

1. Assessor will act as the Assessor for the Town of Caledonia for the years 2026-2030.
2. Assessor will perform all the work required to properly and professionally assess the real property Town in accordance with applicable Wisconsin State Statutes.
3. Assessor will review and assess all properties that were under partial construction, all new construction, all properties which the building have been destroyed, demolished, or moved, and all properties which the original parcel has been split into two or more parcels.
4. Assessor is not required to conduct on-site visits to every parcel within the town. No interior
5. Assessor will implement/use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue.
6. Assessor will mail Notices of Increased Assessment.
7. Assessor will conduct Open Book sessions in accordance with Wisconsin State Statutes.
8. Assessor will be responsible for ensuring that all procedures are properly completed for the Board of Review proceedings annually. Assessor will also attend the Board of Review meeting, supporting the Assessor's valuation and work products.

9. Assessor will be responsible for providing the Wisconsin Department of Revenue with final reports of assessed valuations after the Board of review meeting and completing all assessor/assessment related Department of Revenue forms for the Town.
10. Assessor will provide a telephone number and email for Town officials and residents to contact assessor during regular business hours. The assessor shall return calls or emails in a timely fashion.
11. The assessment records are public records, which are subject to the provisions of the Wisconsin public records law. Assessor will maintain the assessment records in a format accessible by the public and will promptly and without delay comply with proper open records requests under the Wisconsin Public Records Law.
12. Assessor will perform all other duties incidental to the normal duties of an Assessor.

**General Quotation Requirements:**

1. All quotations must identify the firm name, address, and specific assessment services experience in Wisconsin. The proposals shall also include the names, educational background and experience of the person(s) to be assigned as the Town's point of contact for the work to be performed.
2. The proposal shall include the total annual compensation rate to provide the assessment services described in the above Scope of Work and in accordance with the laws of the State of Wisconsin.
3. The proposal shall include a separate cost estimate for a potential revaluation of all Town properties during the contract period (date to be determined by market conditions). The Assessor shall demonstrate to have successfully completed a revaluation in a municipality of similar size and stature.
4. The proposal shall identify 3 references from municipal clients for which the bidder has provided assessment services. References must include the name, title, address, phone number, and email of the reference contact.
5. The proposals shall identify all contractual requirements that the bidder currently has.
6. Identify the date when the firm would be available to begin providing assessment services to the Town.
7. All personnel providing assessing services shall be currently certified in compliance with Wisconsin State Statutes and applicable administrative rules of the State of Wisconsin Department of Revenue.
8. Bidders are advised to carefully inspect the community, the entire records and facilities of the Town of Caledonia and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract, and to complete the contemplated work for consideration set forth in this bid.
9. The successful bidder is not permitted to assign, subcontract, or transfer the work of providing assessment services, without the prior written approval of the Town.
10. The successful bidder will have experience in municipal government assessing and will have knowledge and experience in the utilization of computer applications for assessments.
11. The successful bidder shall maintain full insurance coverage to protect and save harmless the Town from claims, demands, action and causes of action arising from any act or omission of the Assessor in execution of work. Assessor will maintain Workmen's Compensation and Public Liability Insurance on all employees.
12. The proposal must include a draft contract or statement of proposed terms, including provisions for contract termination.

**Evaluation criteria:**

The proposals will be reviewed and awarded to the assessor whose quote is the most responsive to the solicitation and is the most advantageous to the Town of Caledonia, considering experience, price, and other factors. The Town reserves the right to accept or reject all proposals received.

The following criteria will be used to review the Assessment Services Proposals:

1. Demonstrate successful experience in providing general assessment services to a municipality of similar size.
2. Demonstrate a high level of accuracy in assessment work for municipal clients.
3. Cost of assessment services.
4. Evidence of positive customer interaction, including responsiveness to the municipal staff and the public.

**Term of Engagement:**

The Assessor will be selected and hired directly by the Town Board. The Town will propose a 5 year service contract with the Assessment Firm selected. The following is a list of key dates:

Request for proposals issued: **July 22, 2025**

Due date for proposals: **September 3, 2025 (1:00 pm)**

Firm Interviews (anticipated): **Week of September 8**

Firm selected by Town Board: **September 15, 2025**

Coverage beginning date (no later than): **January 1, 2026**