



JEFFERSON COUNTY OFFICE OF EMERGENCY MANAGEMENT

DONNA HAUGOM, DIRECTOR
NYCOL HABERMAN, PROGRAM ASSISTANT

DATE: July 10, 2020
FROM: Donna Haugom
SUBJECT: Request for Proposal

Jefferson County has received Grant Funding to acquire and demolish 24 properties as part a Flood Mitigation and Acquisition Program. We are currently requesting proposals for services related to the acquisition of these properties. The proposal should include Management fees, Title insurance commitments/reports, and acquisition services.

All services must be in conformance with Wisconsin Statutes regulations and policies and will follow the requirements contained in the Department of Administration codes and guidelines. All acquisitions will also need to meet appropriate State and Federal laws, policies and guidelines.

Title insurance commitments will need to be obtained for the properties to be acquired including current ownership, all liens, encumbrances, easements and restrictions of record.

The successful applicant will assume responsibility for acquiring the property, presenting the approved offer, preparing the necessary documents, including the Warranty Deed and closing the transactions.

Please attach a fee schedule detailing your fees for the services and a date you would be able to begin work.

I would appreciate your response no later than the close of business on Tuesday, August 4, 2020. Please send your response to:

Donna Haugom WCEM, Director
Jefferson County Office of Emergency Management
411 S Center Avenue
Jefferson WI 53549

If you should have any questions, please feel free to contact me at 920-674-7450 or via e-mail at donnah@jeffersoncountywi.gov.

Thank you in advance for your time and I look forward to receiving your proposal.

411 S Center Avenue • Jefferson WI 53549 • (920) 674-7450 • Fax: (920) 674-7122
donnah@jeffersoncountywi.gov / emhaberman@jeffersoncountywi.gov