

Town of St Joseph
St Croix County, Hudson, WI
Request for Proposals–for Professional Engineering
and/or Planning Services

RFP's must be received by noon on Tuesday, November 11, 2025, at the Clerk/Treasurer's Office, 1337 County Rd V, Hudson, WI 54016 (715-549-6235) or electronically to clerk@tn.stjoseph.wi.gov. Any late, faxed RFP's will not be accepted.

The Town of St Joseph is requesting proposals from qualified organizations to provide the Engineering and/or Planning services for the Town.

The Town has a population of more than 4,400 residents with a new town hall building, fire hall and maintenance building on our campus at 1337 County Rd V, Hudson, WI along with a variety of park properties.

Eligible firms interested in submitting a proposal for engineering and/or planning services must provide a digital copy of their proposal. Failure to submit proposals in accordance with the instructions in this Request for Proposal (RFP) may disqualify a firm from any further consideration in the evaluation process.

Each copy of the submittal shall contain the following information:

- A. Cover Letter - The letter should state the firm's interest in being considered for these services and include pertinent information for the firm's contact person.
- B. Name of firm, type of organization (Proprietorship, Partnership, Corporation, etc.), principal business of this firm and principal specializations, address, year established, and location of principal office. Include resumes for all key personnel, detailing their professional background, qualifications, experience, education, certifications, registrations, etc.
- C. Comprehensive list of fees to be charged.
- D. References - A listing of at least 3 but no more than 5 references.

SCOPE OF SERVICES -ENGINEERING

- A. Review of roads and filing Paser and WISLR reports
- B. Existing 10-year road plan will need to be updated

- C. Bids for road construction in 2030 with a budget of approximately \$7M
- D. Yearly bids for sealcoating and crack sealing throughout the town
- E. Review of all subdivisions-major and minor including roads, stormwater, trails and driveways
- F. Grant writing and shared costs agreements
- G. MS4 continuing reporting in the Houlton area
- H. Inspection and review services needed for new town hall that is not completed
- I. Park improvements
- J. Building and architectural services for existing and future buildings
- K. Attendance at Public Works Committee meetings each month
- L. Attendance at Town Board meetings each month
- M. Attendance at other meetings as needed.

SCOPE OF SERVICES – PLANNING

- A. Review of all zoning matters including rezonings, CUP's, variances etc.
- B. Review of all subdivisions-major and minor and how they conform to our zoning and subdivision ordinances and comprehensive plan
- C. Updates to ordinances including zoning, subdivision. roads and others
- D. Comprehensive Plan update is needed in 2026
- E. Reporting to the Plan Commission and Town Board on all zoning and subdivision applications
- F. Attendance at the Town Board meetings each month as needed

QUALIFICATIONS:

- A. Available to provide these services on January 1, 2026
- B. Available to respond to the Town of St Joseph on short notice 24/7 or find coverage to assist as needed
- C. Create a long-term relationship with the Town
- D. Able to meet the needs of the Town as much as possible without contracting outside of the firm

- E. Must have proper insurance coverage, naming the Town
- F. Eligible applicants must have 3 years' experience servicing Wisconsin municipalities

OTHER

- A. The Term of the contract shall be January 1, 2026 through December 31, 2026 with yearly renewals as agreed to by the parties
- B. The Town pays invoices on a monthly basis. All invoices must be delivered by the first of the month

AWARD OF CONTRACT

- A. It is the Town's intent to review all respondent qualifications and proposals conscientiously. The Town wishes to interview the candidates of their choosing on Thursday, December 4, 2025 at 6:00PM. If you wish to interview via Zoom, please contact the Clerk's office for that link.
- B. The final decision will be made at the Town Board meeting on December 11, 2025 and the contract is anticipated to be approved at that meeting.
- C. The Town reserves the right to waive any irregularities in any proposal and to select the proposal that is most advantageous to the Town. The Town reserves the right to reject any and all proposals or to request additional information from any respondent or from all respondents.

Dated: October 9, 2025


Theresa Johnson, Chair


Attested: Teri Kelly, Clerk/Treasurer

