



**REQUEST FOR PROPOSAL (RFP)  
FOR  
Prosecutor**

Issued by:  
Village/Town of Somers  
Sealed proposals must be submitted  
No later than 4 p.m. July 31 2025 to:

Village of Somers  
P.O. Box 197  
Somers, WI 60137

For further information contact

Municipal Court Clerk Kathy Keisler  
262-859-0305  
or email at [kkeisler@somers.org](mailto:kkeisler@somers.org)

Issued: July 18, 2025

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## **Section 1.0 General Information**

The Village of Somers is currently seeking proposals from qualified prosecutors licensed to practice law in Wisconsin that are interested in providing comprehensive prosecutorial services.

### **Government Background**

The Village of Somers is a full-service community providing a high level of services to its residents. Services include: Fire, Ambulance, City Administration, Public Works, Utilities and Municipal Court. Somers is both the Town and Village governed an intergovernmental agreement. Through this agreement, the Town of Somers, which has a current population of 961, will be fully annexed to the adjacent City of Kenosha by 2035. The combined Village and Town population is about 9,400.

Strategically located between Chicago and Milwaukee in southeastern Wisconsin, Somers is a highly desirable community that has a range of options for people wanting to live in a suburban setting along Lake Michigan, yet close to many urban amenities. It is the home to three institutions of higher learning, Carthage College, Gateway Technical College, and the University of Wisconsin-Parkside, which total over 12,000 students. It is also home to the Pritzker Military Museum and Library. The sprawling Microsoft Data Center is located adjacent to the Village in nearby Mount Pleasant. Somers is very proud of its outstanding schools, churches, wide range of housing options, excellent medical facilities, great shopping, and fine destination restaurants. The Somers community is rapidly growing and has experienced almost \$400 Million in commercial development alone in the last ten years.

Municipal Court information, including court calendar is available on the Somers website at: <https://www.somers.org/departments/municipal-court/>

### **1.1 Delivery Method and Submittal Requirements**

Proposals can be emailed or delivered to the office of the Village/Town of Somers, no later than 4:00 p.m. on July 31, 2025. Responses must address all of the items listed in this request for proposal and submitted in a sealed opaque envelope marked “Prosecutorial Services Proposal” and submitted to:

Village of Somers - Office of the Clerk  
Attn: Wendy Burnette  
7511 12th Street  
Somers, WI 53171  
[wburnette@somers.org](mailto:wburnette@somers.org)

Proposals received prior to the time of opening will be securely kept and unopened. No responsibility shall be attached to the Village/Town for the premature or non-opening of a proposal not properly addressed and identified, except as otherwise provided by law.

## **1.2 Questions and Clarifications**

Questions or requests for clarification may be directed to:

Kathy Keisler  
Municipal Court Clerk  
via email at [kkeisler@somers.org](mailto:kkeisler@somers.org)  
please cc: [kpoirier@somers.org](mailto:kpoirier@somers.org)

Questions will be addressed in an addendum and issued via email unless advised otherwise by 4:30 p.m., July 30, 2025. Any addenda shall become part of the Proposal Documents and will be furnished to all prospective Contractor. All Contractors must acknowledge each addendum in the submittal.

## **1.3 Site Access**

The courtroom is located at the Village Hall and can be viewed upon request.

## **1.4 Withdrawal of Proposals**

No proposal may be withdrawn after the submittal deadline. All proposals must be valid for a minimum of ninety (90) days after the opening.

## **1.5 Responsibility for Timely Delivery of Proposals**

The Contractor is solely responsible for ensuring delivery to the submittal location no later than the date and time specified.

## **1.6 Contractor's Cost**

Each Contractor acknowledges and agrees that the preparation of all materials for submittal to the Village of Somers and all presentations, related costs and travel expenses are at the Contractor's expense. The Village of Somers is not, under any circumstances, responsible for any cost or expense incurred by the Contractor. In addition, each Contractor acknowledges and agrees that all documentation and materials submitted with their RFP shall remain the property of the Village of Somers.

The Village of Somers is not subject to state or federal or tax.

# **Section 2.0 Project Description and Scope**

## **2.1 Project Description**

The Village is looking for:

- A qualified and interested individuals and/or firms to provide contract prosecutorial services for the Village of Somers.
- The qualified firms and/or individuals to provide all of the necessary contractual services, including office space, office personnel and clerical staff. The Village will not provide any office space, however it will provide space during court days to conduct appropriate business.
- The Village Prosecutor shall function entirely as an independent contractor and shall not be considered an official, officer, or employee of the Village of Somers.

The Village intends to establish a two-year contract, with an additional three-year renewal option. The conditions of the proposal must remain valid for a minimum contract term of two years. As a matter of policy, the Village may issue a RFP for prosecutorial services at the end of the term. Either party may cancel the contract for any reason with 90 days written notice.

## **2.2 Scope of Services**

The individual/firm selected must be licensed to practice law in good standing in the State of Wisconsin. The Prosecutor provides the following services:

- Prosecute all Village ordinances, including traffic violations that took place in the Village/Town including negotiating dispositions and taking cases to trial before the Municipal Court; and
- Represent the Village/Town in Circuit Court for any appeals from the finding of the Village/Town of Somers Municipal Court.
- Attend and conduct pre-trials with and without the assistance of Administrative Services of the Municipal Court Clerk;
- Work with Village staff in evaluating circumstances to determine prosecution in specific cases;
- Answer correspondence and telephone inquiries regarding Municipal Court matters, including inquiries from Municipal Judge, Court Clerk, Village personnel, defendants, victims and witnesses;
- Review all necessary documents, reports and ordinances in the performance of his services to attend and conduct pre-trials, jury and non-jury trials, plea negotiations and agreements;
- Communicate with the Village/Town officials, Building Inspectors and Municipal Court Clerk concerning violations of local codes and ordinances for the preparation and filing of Summons and Complaints (communication includes by telephone, email or otherwise in writing or in person);
- Prepare and file Summons and Complaints to bring code violations before the Municipal Court to seek enforcement of the violations and encourage compliance with the ordinances;
- Communicate with and prepare Sheriff's Office Deputies for trials;

## **2.3 Collaboration**

The Consultant shall work in collaboration and cooperation with Village Staff and Board of Trustees and others as determined by the Village.

# **Section 3.0 Proposal Requirements**

Submissions should include the following:

## **3.1 Letter of Interest**

Provide a cover letter indicating your firm's understanding of the requirements of this specific job proposal. The letter should be a brief formal letter from the prospective consultant that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized to commit the Contractor's organization to perform the work included in the proposal must sign the letter. The cover letter should be on letterhead and state the legal name of the firm, phone number, fax number, mailing address and e-mail address. The letter should identify the primary contact person(s) for the project and include a resume for each, and their contact information.

## **3.2 Acceptance of Conditions**

Indicate any exceptions to the terms and conditions of the RFP, including the Scope of Services. Include a copy of all addendums issued to the RFP.

*Note:* Any prospective consultant's listing of exceptions in its proposal in no way obligates the Village at any time to change the conditions of its RFP. Exceptions may be unacceptable to the Village and be cause for rejection of a prospective consultant's proposal.

## **3.3 Qualifications and Selection**

All proposals will be evaluated by a review panel consisting of Village staff and others as determined. The panel will select a maximum of three submitting firms that may be invited to present their proposals during the interview stage. The panel will select the proposal which best meets the Village's requirements.

The Village of Somers may award Proposals in its best interest, reject proposals or any part of them, award contracts in whole or in part, waive what it concludes in its discretion are minor problems with proposals, including but not limited to formalities and technicalities. The Village may consider any alternative proposals which meet it needs.

The Village of Somers will evaluate proposals on various criteria including, but not limited to, the following:

- Overall qualifications of the firm
- Technical competency of the personnel assigned to the project
- Samples of similar work projects
- Past records of performance as determined from all available information to include contacting former clients

- The ability to complete work on deadline
- Capability and experience communicating with the public, staff and elected officials
- Quality of the proposal
- Overall costs and fees to be charged

### **3.4 Firm Profile**

- Professional history of the firm and other team members and principals including their professional resumes.
- Include additional firm information to support your qualifications.
- List and provide examples of specific projects that are similar in size and scope.
- Identify the personnel, including the principal in charge, from your firm who will be performing this project and their responsibilities.

### **3.6 References**

Provide a minimum of three (3) references, including appropriate contact

### **3.7 Cost**

- Provide an hourly rate for Village Prosecutor services, inclusive of all services to be provided. Please outline hourly fees for each attorney, other team member as assigned or other expenses.
- Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the hourly rates.
- Please indicate the smallest increment of time used for billing purposes. Invoice for services provided on an hourly or cost-plus basis shall include detail of the attorney(s) and support staff time and activity description.
- In the alternative, the firm may propose a flat-all inclusive monthly rate with add-ons or a combination for the Scope of Services.

### **3.8 Contract**

Please attach a copy of your standard contract for these types of services in the email submitting the proposal.