



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: July 15, 2026
To: Utilities Committee
From: Laura Jungwirth, Director of Public Works
Pete Neuberger, Deputy Director of Public Works/City Engineer
Subject: Request to award a professional services agreement with JCG Land Services, Inc. for real estate acquisition services associated with flood mitigation projects in an amount not to exceed \$221,500.

The Department of Public Works (DPW) is requesting approval of a professional services agreement with JCG Land Services, Inc. for real estate acquisition services associated with potential flood mitigation projects in an amount not to exceed \$221,500.

The acquisition services authorized under this agreement will support implementation of the City's planned flood mitigation improvements, if property acquisition is ultimately determined to be necessary. The agreement provides appraisal, acquisition, relocation assistance, and condemnation support services for the potential acquisition of up to six parcels.

Because of the specialized nature of appraisal, acquisition, relocation assistance, and potential condemnation support under Wisconsin law, DPW elected to retain a consultant with demonstrated property acquisition experience.

Evaluation of Proposal

DPW issued a Request for Proposals on June 17, 2026, seeking professional real estate acquisition services for the project. One responsive proposal was received from JCG Land Services, Inc.

DPW staff reviewed the proposal and determined that JCG demonstrated the necessary qualifications, experience, and resources to perform the requested services. JCG has more than 30 years of experience providing right-of-way and property acquisition services for public infrastructure projects, including appraisal coordination, acquisition negotiations, relocation assistance, and condemnation support under Wisconsin law. The proposed

project team and work plan satisfy the requirements of the RFP and support the anticipated project schedule. Staff believes JCG's experience with municipal right-of-way acquisition projects and familiarity with Wisconsin acquisition requirements make the firm well qualified to perform the requested services.

Staff reviewed the proposed fee and determined that the not-to-exceed amount of \$221,500 is reasonable for the requested scope of services, including appraisal, acquisition, relocation, and related services for the potential acquisition of up to six parcels (approximately \$36,900 per parcel). Actual services performed and associated costs will depend on the number of properties ultimately requiring acquisition.

Contract Scope

If approved, the agreement will include the following services:

- Project management and coordination.
- Title research and appraisal coordination.
- Preparation of acquisition documents.
- Property acquisition negotiations.
- Relocation assistance services.
- Project status reporting.
- Condemnation support, if necessary.
- Project closeout and acquisition file documentation.