

# Village of Libertyville Classification and Compensation Study Request for Proposal

Proposals must be received by 4:00 p.m. on September 27, 2023

Village of Libertyville

118 West Cook Street

Libertyville, IL 60048

Attention: Ashley Engelmann, Deputy Village Administrator

847-918-2108

[aengelmann@libertyville.com](mailto:aengelmann@libertyville.com)



## **Introduction**

The Village is accepting proposals from experienced firms to conduct a classification and compensation study. The selected firm will provide an updated market study of comparable communities, will evaluate the current position classification system, and will evaluate employee positioning of non-union employees within the existing or recommended salary schedule. The selected firm will also make recommendations pertaining to the implementation of the study and any revisions to policies and procedures related to compensation.

## **Village of Libertyville Profile**

The Village of Libertyville, (population 20,512) located in northeastern Illinois is a progressive community located in Lake County, Illinois approximately 27 miles north of Chicago and eight miles west of Lake Michigan. Neighboring communities include Mundelein, Gurnee, Mettawa, Rondout, Grayslake and Vernon Hills. The Village of Libertyville was incorporated in 1882. The affluent community has experienced rapid growth since the 1960's, almost doubling in population during the 1970's and 1980's. It continues to attract families and residents maintaining a stable population today. The historic downtown contributes to the hometown character of the community.

The Village is a non-home rule community that operates under the Council-Administrator form of government. The Village Board consists of eight elected officials including the Mayor, six Trustees, all of whom are elected at-large and serve staggered four-year terms and the Village Clerk. Day-to-day operations of the Village are the responsibility of the Village Administrator.

The municipal government includes the following Departments: Administration/Finance, Community Development, Police, Fire, Public Works and Recreation.

### **Village of Libertyville Employee Profile**

The Village's FY 23/24 budget has 159 FTE's authorized. The Village also has permanent part-time positions, both IMRF and non-IMRF as well as seasonals that are hired throughout the year. A summary of the non-union and union total FTE's may be found below:

Non-Union= 60 FTEs  
Police Union= 35 FTEs  
Fire Union= 40 FTEs  
Public Works Union= 24 FTEs

See attached complete breakdown from the FY 23/24 budget.

### **Village of Libertyville Compensation Policy**

See attached policy which is included in the Village's budget. The Village currently adjusts non-union employees compensation through a cost of living adjustment (COLA) on May 1 of each calendar year and adjusts the salary schedule accordingly. Employees are also eligible for a merit increase on their employee anniversary of up to 2% (currently).

The last external classification and compensation study for the Village of Libertyville was conducted in 2014.

### **Selection of Firm**

The selection of a firm will occur as a result of a thorough process. Selected firms will be asked to participate in an interview with staff. Staff will in turn recommend to the Village Board for approval the best firm to perform the work. Under the direction of the Village Administrator, the Deputy Administrator will serve as the Village's liaison for the project.

## **I. Scope of Work**

- Gain an understanding of the Village's existing classification and compensation structure. Review all background materials including, but not limited to, relevant personnel policies and procedures, organizational charts, classification specifications, etc.
- Review, update, and provide recommendations on the Village's classification system as it relates to non-union personnel:
  - Review existing position descriptions to ensure current and accurate Fair Labor Standards Act (FLSA) exemption status.
  - Ensure non-union position descriptions are assigned within the classification system, reflecting equitable placement between various position responsibilities.
  - Review existing growth opportunities in certain classifications and

make recommendations concerning new growth opportunities.

- Conduct a comprehensive benchmark market analysis of all non-union Village positions with comparable and surrounding (regional) jurisdictions, and applicable private/public sector competitors.
  - Consult with the Village's project manager(s) pertaining to a list of applicable jurisdictions/organizations.
  - Prepare and deliver a detailed report and analysis of the survey results for all positions compared to the market and how the analysis informs the firm's recommendation.
- Perform a pay compression analysis of all Village non-union positions.
- Develop compensation recommendations that are externally competitive and internally equitable.
- Provide a detailed listing that identifies the proposed placement of all Village non-union positions within the pay plan and support for that proposed placement to including scoring methodology.
- Provide a report with recommendations for addressing pay compression issues with the new pay plan.
- Prepare an analysis of the financial impact for implementation of the recommended pay plan.
- Present the recommendations in a written report and present the findings in a report form to the Village's project manager(s) and project team.
- Develop policy recommendations for the administration and maintenance of the classification and compensation system for inclusion in the Village's Personnel Policy Manual, if applicable.
  - Provide for a salary determination methodology (scoring criteria) that is streamlined, transparent, and easy to understand.
  - Provide a strategy for monitoring for market position, inflation, compression, and internal equity on an annual basis.
  - Provide a strategy for the employees' progression through the pay plan/salary schedule that is transparent, easy to understand, and easy to administer.
- Conduct a presentation of the results of the study to the Village Board or Committee as determined by staff.

## II. Proposal Requirements

The proposal shall provide information necessary for the Village to evaluate the qualifications, experience, and expertise of the proposing firm to provide classification and compensation system recommendations.

The firm should provide a written proposal which presents an understanding of the work to be performed. The proposal should demonstrate and provide evidence that the firm has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The firm shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the Village of Libertyville. Proposals shall be signed by an authorized representative of the firm.

Responses should be as thorough and detailed as possible so that the Village may properly evaluate the firm's capabilities to provide the required services. Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal is not desired. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required.

## III. Instructions for Submitting Proposals

The format of each proposal must contain the following elements organized into separate chapters and sections, as the firm(s) may deem appropriate:

TAB 1	<ul style="list-style-type: none"><li>• Cover Sheet</li><li>• Table of Contents – all pages are to be numbered;</li><li>• Cover Letter/Executive Summary on company letterhead signed by a person with the corporate authority to enter into any contract which results from the RFP.</li></ul>
TAB 2	<b>CONTRACT MANAGEMENT, EXPERIENCE AND QUALIFICATIONS</b> <ul style="list-style-type: none"><li>• Please provide the experience and education of those who will be executing the study. Please provide information pertaining to the individual(s) responsible for executing the contract.</li><li>• References List</li><li>• Proposed Timeline &amp; Implementation Date</li><li>• Proposed Schedule of Deliverables with Milestones for Payment</li></ul>
TAB 3	<b>REQUIRED FORMS</b> <ul style="list-style-type: none"><li>• Attachment A. Reference List</li><li>• Attachment B. Insurance Requirements</li></ul>
TAB 4	<b>ADDENDA, signed (if any)</b>
TAB 5	<b>COST</b> <ul style="list-style-type: none"><li>• Please provide an itemized listing of the scope of work listed in Section 3.0 of this document and associated costs.</li></ul>

TAB 6

**OTHER SERVICES (optional)**

The Offeror may provide information for other services or programs that are available to its clients that may not be specified in this proposal. Additional services should be provided with cost listed as well as details and description of the offering.

**Selection Process**

The Village will select a firm on the basis of its ability to respond to the RFP requirements, the qualifications and expertise of the team working on this project, past performance on similar projects, the time required to complete the project, methodology, and the firm’s willingness to negotiate and execute an acceptable written agreement. RFP’s will be scored in the following manner:

- 35 points- Scope of Services
- 25 points- Qualifications of Team
- 25 points- Timetable of Project
- 15 points- Cost

Total- 100 Points

*(Maximum point value for each category)*

The Village reserves the right to reject any, some, or all proposals and supporting material and to request written clarification of any portion or section of proposals and support materials. The Village reserves the right to negotiate with more than one potential respondent after the submission of all proposals. The Village also reserves the first right-of-refusal to work with any sub-consultant proposed by the firm.

After a review of the proposals submitted by respondents to this RFP, the Village’s selection team will create a short list of the firms that meet the requirements outlined in this RFP. These firms **may** be required to make a presentation detailing their qualifications and approach. Upon selection of the qualified firm, staff will recommend to the Board the firm that is the best fit for this project and recommend approval.

All proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offer at the discretion of the Village. When conducting discussions, the Village will not disclose information from proposals submitted by competing firms.

**Selection and Planning Process Timelines\***

The timeline for selecting a firm is as follows:

<b>Item</b>	<b>Date</b>
Questions Submitted by 4:00 p.m.	September 13, 2023
Deadline for Proposal Submission	September 27, 2023
Presentations/Interviews with Staff <b>(If required)</b>	Week of October 2, 2023
Project Commences	Week of October 16, 2023
Project Completion Date	December 29, 2023

\*The schedule may be modified by the Village if it is deemed to be in the best interest of the Village.

### **Questions**

Questions regarding the RFP must be submitted by **4:00 p.m. on September 13, 2023**. A summary response will be provided to all RFP holders on **September 18, 2023 by 4:00 p.m.** All questions regarding this RFP, or the process should be directed to Ashley Engelmann, Deputy Village Administrator, at [angelmann@libertyville.com](mailto:angelmann@libertyville.com).

### **Submittal Deadline**

Five copies of the proposal (one unbound and one electronic copy) must be received by the Village (118 West Cook, Libertyville, IL 60048) **on or before 4:00 p.m., September 27, 2023**. Each proposal must be submitted with all required documentation. Electronic submissions shall be submitted to Ashley Engelmann, Deputy Village Administrator at [aengelmann@libertyville.com](mailto:aengelmann@libertyville.com).

### **Services Provided by Village of Libertyville Staff**

The Deputy Village Administrator will serve as the liaison for this project along with the HR Coordinator. Either the Deputy Administrator or the HR Coordinator will provide all existing documentation upon request by the consultant and coordinate the availability of staff based on their work schedules.

**ATTACHMENT A. REFERENCES LIST**

Indicate below a listing of at least three (3) current or recent client references, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods or services.

**Reference #1**

Company: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_

**Reference #2**

Company: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_

**Reference #3**

Company: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_

**Overview of Work History, Experience & Background of Company:**

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\*Complete & return this document with proposal submission.

## **Attachment B. Insurance Requirements**

By signing and submitting a bid or proposal the firm certifies that if awarded the contract, they will have the following insurance coverages at the time the contract is awarded. If any subcontractors are involved, the subcontractor will have the same insurance. The contractor further certifies that they or any subcontractor will maintain these coverages during the entire term of the contract.

1.) The contractor will maintain a general liability policy with \$1,000,000 combined single limits with a \$2,000,000 aggregate. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the State of Illinois. The insurer must have an A. M. Best rating of A- or better. The insurer must list the Village of Libertyville as an additional insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.

2.) The firm will maintain automobile liability insurance with limits of at least \$1,000,000. The coverage is to be written with a symbol "1". The insurer must be licensed to conduct business in the State of Illinois. The insurer must have an A. M. Best rating of A- or better.

3.) The contractor will maintain workers' compensation coverage in compliance with the laws of the State of Illinois. The coverage must have statutory limits and be with an insurer licensed to conduct business in the State of Illinois. The insurer must have an A. M. Best rating of A- or better. As an alternative, it is acceptable for the firm to be insured by a group self-insurance association that is licensed by the Illinois Bureau of Insurance. The contractor will also carry employers' liability insurance with a limit of at least \$100,000 bodily injury by accident/\$500,000 bodily injury by disease policy limit/\$100,000 bodily injury by disease each employee.

Please provide the Village with two (2) documents upon request:

1.) Certificate of Insurance (COI) for the Village of Libertyville, 118 West Cook Avenue, Libertyville, IL 60030. COI must show the Additional Insured status.

2.) Additional Insured Endorsement issued by the insurance company to show the Additional Insured addition was made to the policy.

### **BIDDER STATEMENT**

We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

\*Complete & return this document with proposal submission.