



ORLAND PARK

RFP Compliance Summary

RFP Number: 25-046

RFP Issue: 7/22/2025

RFP Opening: 8/21/2025

Project Title: **Service Delivery Review**

Department: **Village Manager's Office**

No. 1 - 7/28/2025; No. 2 - 8/1/2025; No. 3 - 8/4/2025;

Addenda: No. 4 - 8/6/2025; No. 5 - 8/7/2025

BIDDER	PROPOSAL PRICE	CONTACT INFORMATION
Baker Tilly (Electronic Submittal)	SEE COMPENSATION SECTION FROM PROPOSAL	Tricia Hoch 4807 Innovate Lane Madison, Wisconsin, 53718 P: 608-240-2465 Email: tricia.hoch@bakertilly.com
Berry Dunn McNeil & Parker, LLC dba BerryDunn (Electronic Submittal)	SEE PROPOSAL SUMMARY SHEET	Seth Hedstrom 2211 Congress Street Portland, Maine 04102 P: 207-541-2200 / F: 207-774-2375 Email: shedstrom@berrydunn.com
Center for Public Safety Management (Electronic Submittal)	SEE PROPOSAL SUMMARY SHEET	Thomas J. Wiczorek 475 K. Street NW, Suite 702 Washington, DC 20001 P: 616-873-3782 Email: twiczorek@cpsm.us
Gallagher Benefit Sevices, Inc. (Electronic Submittal)	SEE PROPOSAL SUMMARY SHEET	Erik Smetana 2850 Golf Road Rolling Meadows, IL 60008 P: 314-494-4849 / F: 612-339-2569 Email: erik_henrysmetana@ajg.com
Raftelis Financial Consultants, Inc. (Electronic Submittal)	SEE PROPOSAL SUMMARY SHEET	Jonathan Ingram 19 Garfield Place, Suite 500 Cincinnati, OH 45202 P: 513-221-0500 / F: 828-484-2442 Email: jingram@raftelis.com
SPC Business Consulting LLC (Electronic Submittal)	SEE PROPOSAL SUMMARY SHEET	Leona Charles 20794 Poplar Ridge Rd. Lexington Park, MD 20653 P: 866-577-6749 Email: lcharles@spccconsulting.org

Proposals are subject to review for completeness, accuracy, and compliance with all terms and conditions of the bid specifications

Prepared by: Brandi Watson, Purchasing/Contract Administrator - Village of Orland Park

Village of Orland Park RFP Responsiveness Check

RFP Number: 25-046

Project Title: Service Delivery Review

Proposal Requirements	Baker Tilly (Electronic Submittal)	Berry Dunn McNeil & Parker, LLC dba BerryDunn (Electronic Submittal)	Center for Public Safety Management (Electronic Submittal)	Gallagher Benefit Sevices, Inc. (Electronic Submittal)	Raffelis Financial Consultants, Inc. (Electronic Submittal)	SPC Business Consulting LLC (Electronic Submittal)
Submitted a Technical Proposal	√	√	√	√	√	√
Submitted a completed Proposal Summary Sheet	V1	√	√	√	√	√
Submitted a completed Certificate of Compliance	V2	√	√	√	√	√
Submitted three (3) references	√	√	√	√	√	√
Submitted signed Insurance Requirements form	√	√	√	√	√	√
Acknowledgment of Addendum No. 1, No. 2, No. 3, No.4, and No. 5	√	√	√	√	√	√
Grand Total Proposal Price	SEE COMPENSATION SECTION FROM PROPOSAL	SEE PROPOSAL SUMMARY SHEET	SEE PROPOSAL SUMMARY SHEET	SEE PROPOSAL SUMMARY SHEET	SEE PROPOSAL SUMMARY SHEET	SEE PROPOSAL SUMMARY SHEET

*A check mark in the box indicates inclusion of the required form with the proposal package.

A "V#" indicates a variance that will be explained below.

V1- Vendor did not submit a completed Proposal Summary Sheet.

V2 - Vendor did not submit a completed Certificate of Compliance.

Prepared by: Brandi Watson, Purchasing/Contract Administrator - Village of Orland Park

Compensation

Value means more than simply checking boxes and meeting your requirements. Value means services that lead to meaningful insights, help improve efficiencies and direct more dollars and resources to achieving the Village's objectives.

Sharing our transparent fee quote

The Village's scope of work as outlined in the RFP is ambitious, designed to bring about transformative change. Our proposal strives to fulfill all of the objectives described by the Village. We have prepared a **not-to-exceed service fee**, based on the needs and objectives you have shared and our experience conducting similar projects with public sector clients. It includes the services from Polco outlined in the proposal. Please refer to the table below for a breakdown of organizational assessment project phases and estimated associated costs.

A detailed budget of the optional activities can be provided upon request. We can also provide a list of the costs associated with Polco's work. We would be happy to work with the Village to prioritize and amend the activities in our proposal to meet any budgetary requirements the Village may have.

VILLAGE-WIDE ORGANIZATIONAL ASSESSMENT(S)	
SERVICES FOR THE VILLAGE	FEES
Phase 1—Plan and manage project	\$17,000
Phase 2—Assess current structure and operations*	\$75,000
Phase 3—Analyze and develop/draft future organization structure	\$55,000
Phase 4—Recommend, report and implementation support	\$25,000
TOTAL FOR VILLAGE-WIDE ORGANIZATIONAL ASSESSMENT SERVICES	\$172,000
POLICE DEPARTMENT ORGANIZATIONAL ASSESSMENT	
SERVICES FOR THE VILLAGE	FEES
Phase 1—Plan and manage project	\$14,000
Phase 2—Assess current structure and operations*	\$44,000
Phase 3—Analyze and develop/draft future organization structure	\$36,000
Phase 4—Recommend, report and implementation support	\$15,000
TOTAL FOR POLICE ORGANIZATIONAL ASSESSMENT SERVICES	\$119,000

COMPENSATION

*Note – the total fee associated with the Polco employee and community surveys is included and split between the Phase 2 lines for each organizational assessment project. Should the Village decide these services are not required, our approach and fees may be adjusted to suit the Village's needs. The table below details the project phases and estimated associated costs for the compensation study, based on the assumption of 250 total job titles.

COMPENSATION STUDY	
SERVICES FOR THE VILLAGE	FEES
Phase 1 Project initiation. Planning meetings with the Village's project team, data requests as well as 1-on-1 meetings with department head, and virtual presentation to village staff to inform about the project.	\$6,900
Phase 2 Position review. Using existing job descriptions to conduct preliminary job evaluations of all positions, and review and finalize job evaluation designations with the Village's project team.	\$15,500
Phase 3 Market assessment. Custom market survey distributed to approximately 12 public peer organizations requesting base pay information on approximately 125 positions (50%). Published data from the Pay Factors, Comp Analyst, and Economic Research Institute will also be included as private sector benchmarks.	\$26,900
Phase 4 Pay plan development. Development of new pay plan(s) or adjustment to the existing pay plan, as needed, and position grade assignments with consideration of internal and external information verified through regression analysis. Review of grade assignments with the Village's project team and leadership group. Implementation costing analysis across three scenarios.	\$19,700
Phase 5 Project completion. Executive summary report and in person presentation of results to elected officials, senior leadership, employees or designated staff. Delivery of all project documentation and training with HR staff to maintain the new system.	\$6,300
Project Management	\$5,600
SUBTOTAL FOR BASE CLASSIFICATION AND COMPENSATION STUDY	\$80,900
OPTIONAL FLSA review of 250 positions.	\$2,300
OPTIONAL Job descriptions at \$250 per description. These can be completed for some or all positions, as needed. Not to exceed \$62,500 for 250 job descriptions.	\$62,500
OPTIONAL Benefits analysis. Report includes an aggregate analysis of pay plans, pay policies, paid time off, health insurance, retirement, and other pay and benefits program information from public peer organizations to compare against the Village's offerings.	\$7,700
OPTIONAL Compensation philosophy. Facilitation of a workshop with the Village's leadership to develop a formal pay philosophy statement as well as a communication plan for employees to learn how the new classification and compensation plan ties into the philosophy, to include manager training so that communication can continue beyond the study.	\$4,900
OPTIONAL Pay policy review and recommendations.	\$4,500
OPTIONAL Employee pay equity. Testing gender, race, and age to determine disparity in pay, if any.	\$11,000
TOTAL FOR ALL CLASSIFICATION AND COMPENSATION SERVICES	\$173,800

For the user fee study, our research indicates that the Village has user fees in building permits and inspections, zoning fees, contractor and business licenses, recreation fees, police fees and administrative fees. If the Village wants to focus on fewer areas, we would adjust our fees downward accordingly.

COMPENSATION

OPTIONAL USER FEE STUDY	
SERVICES FOR THE VILLAGE	FEES
Phase 1 — Project start	\$3,200
Phase 2 — Data collection	\$25,000
Phase 3 — Fee recommendations	\$11,200
Phase 4 — Process improvements	\$4,600
Phase 4 — Reports and presentations	\$9,900
TOTAL FOR USER FEE STUDY	\$53,900

Invoicing for services

Baker Tilly will invoice the Village based on the milestones outlined in the cost breakdown. Partial phase billing may occur if a phase's duration exceeds 60 days.

Describing reimbursement for out-of-pocket expenses

Should the Village desire in-person presentations or meetings related to the classification and compensation study, Baker Tilly will invoice the Village at cost for direct out-of-pocket expenses related to travel. Estimated expenses of ~\$800-\$1,800 per visit.

Delivering services above the standard — at standard hourly rates

When you need us, we step in to help, even outside the scope of our engagement. If the service you need is out of scope, we'll let you know and get your approval. Whenever possible, we'll give you an estimate in advance, outlining the time and expense we believe we'll need to achieve your objectives.

STANDARD HOURLY RATES	
Staff level	Hourly rate
Principal	\$390
Managing Director/Director	\$340
Senior Manager	\$275
Manager	\$215
Senior Consultant/Associate	\$175
Consultant/Associate	\$140

DELIVERING BEYOND THE STANDARD

When the Village needs additional services, we're flexible and accessible, standing ready to serve your needs beyond the scope of our engagement.

ADDITIONAL WORK MIGHT INCLUDE BUT IS NOT LIMITED TO:

- Additional peer organizations
- Additional benchmark positions
- Additional pay structures
- Additional job audits
- Additional on-site meetings
- Additional reports

- Additional implementation scenarios
- Additional job descriptions
- Work related to a special request
- Additional benchmark positions

Preparing a best and final offer

We understand that budget considerations are crucial. While our pricing reflects the estimated hours and effort, we're flexible. In our experience, the largest variations in pricing among comparable consulting firms often stem from differences in how the scope is interpreted. We welcome the opportunity to have an open conversation about how our approach and deliverables compare to others—and are happy to adjust the scope, if needed, to better align with your priorities or budget.

Negotiating mutually acceptable terms and conditions

Our proposal is conditioned upon being afforded the opportunity to propose additional terms and negotiate mutually agreeable revisions to the Village's Sample Agreement prior to executing a final contract.

PROPOSAL SUMMARY SHEET
RFP #25-046
Service Delivery Review

Business Name: Berry, Dunn, McNeil & Parker, LLC

Street Address: 2211 Congress Street

City, State, Zip: Portland, Maine 04102

Contact Name: Seth Hedstrom

Title: Principal

Phone: (207) 541-2200 Fax: (207) 774-2375

E-Mail address: shedstrom@berrydunn.com

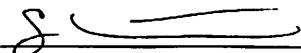
Price Proposal

The submitted proposal shall include the proposed fee and fee structure per the scope of services, including a total not-to-exceed cost as detailed below.

Police Department Assessment total:	\$ <u>106,960</u>
Village-Wide (All Other Departments) Assessment total:	\$ <u>238,775</u>
Compensation Assessment total:	\$ <u>61,520 (included in village-wide assess. total)</u>
Comprehensive User Fee Study total: (Optional)	\$ _____
Grand Total:	\$ <u>345,735</u>

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Seth Hedstrom

Signature of Authorized Signee: 

Title: Principal Date: August 21, 2025

PROPOSAL SUMMARY SHEET

RFP #25-046

Service Delivery Review

Business Name: Center for Public Safety Management, LLC

Street Address: 475 K Street NW, Suite 702

City, State, Zip: Washington, DC 20001

Contact Name: Thomas J. Wieczorek

Title: Director

Phone: 616-813-3782 Fax: _____

E-Mail address: twieczorek@cpsm.us

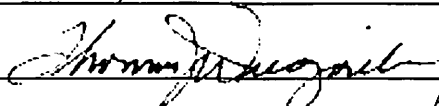
Price Proposal

The submitted proposal shall include the proposed fee and fee structure per the scope of services, including a total not-to-exceed cost as detailed below.

Police Department Assessment total:	\$ <u>89,630.00 (\$82,130 + not to exceed \$7,500 for travel)</u>
Village-Wide (All Other Departments) Assessment total:	\$ <u>No Bid</u>
Compensation Assessment total:	\$ <u>No Bid</u>
Comprehensive User Fee Study total: (Optional)	\$ <u>No Bid</u>
Grand Total:	\$ <u>89,630.00</u>

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Thomas J. Wieczorek

Signature of Authorized Signee: 

Title: Director Date: August 10, 2025

PROPOSAL SUMMARY SHEET
RFP #25-046
Service Delivery Review

Business Name: Gallagher Benefit Services, Inc.

Street Address: 2850 Golf Road

City, State, Zip: Rolling Meadows, IL 60008

Contact Name: Erik Smetana

Title: Managing Director & Operations Leader

Phone: 314.494.4849 Fax: 612.339.2569

E-Mail address: Erik HenrySmetana@ajg.com

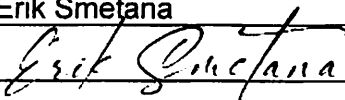
Price Proposal

The submitted proposal shall include the proposed fee and fee structure per the scope of services, including a total not-to-exceed cost as detailed below.

Police Department Assessment total:	\$ <u>22,500</u>
Village-Wide (All Other Departments) Assessment total:	\$ <u>34,500</u>
Compensation Assessment total:	\$ <u>37,850</u>
Comprehensive User Fee Study total: (Optional)	\$ <u>N/A</u>
Grand Total:	\$ <u>94,850</u>

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Erik Smetana

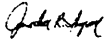
Signature of Authorized Signee: 

Title: Managing Director & Operations Leader Date: 7/28/2025

PROPOSAL SUMMARY SHEETRFP #25-046Service Delivery ReviewBusiness Name: Raftelis Financial Consultants, Inc.Street Address: 19 Garfield Place, Suite 500City, State, Zip: Cincinnati, OH 45202Contact Name: Jonathan IngramTitle: Vice PresidentPhone: 513.221.0500 Fax: 828.484.2442E-Mail address: jingram@raftelis.com**Price Proposal**

The submitted proposal shall include the proposed fee and fee structure per the scope of services, including a total not-to-exceed cost as detailed below.

Police Department Assessment total:	\$ <u>\$108,312</u>
Village-Wide (All Other Departments) Assessment total:	\$ <u>\$284,513</u>
Compensation Assessment total:	\$ <u>\$44,225</u>
Comprehensive User Fee Study total: (Optional)	\$ <u>\$41,950</u>
Grand Total:	\$ <u>\$479,000</u>

AUTHORIZATION & SIGNATUREName of Authorized Signee: Jonathan IngramSignature of Authorized Signee: Title: Vice President Date: 8/21/2025

PROPOSAL SUMMARY SHEET

RFP #25-046

Service Delivery Review

Business Name: SPC Businesss Consulting LLC

Street Address: 20794 Poplar Ridge Rd.

City, State, Zip: Lexington Park, MD 20653

Contact Name: Leona Charles

Title: CEO and President

Phone: 866-577-6749 Fax: _____

E-Mail address: Lcharles@spcconsulting.org

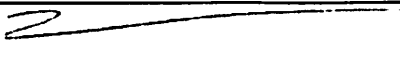
Price Proposal

The submitted proposal shall include the proposed fee and fee structure per the scope of services, including a total not-to-exceed cost as detailed below.

Police Department Assessment total:	<u>\$ 37,500.00</u>
Village-Wide (All Other Departments) Assessment total:	<u>\$ 65,000.00</u>
Compensation Assessment total:	<u>\$ 55,000.00</u>
Comprehensive User Fee Study total: (Optional)	<u>\$ 55,000.00</u>
Grand Total:	<u>\$ 212,500.00</u>

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Leona Charles

Signature of Authorized Signee: 

Title: CEO and President Date: 8/20/25