



Village of Kronenwetter

Request for Proposal

**Executive & Professional
Recruitment Services
for**

Village Administrator

REQUEST FOR PROPOSAL (RFP)

Procurement Contact: Bobbi Jo Birk-LaBarge
Email Address: bbirklabarge@kronenwetter.org
Telephone Number 715-693-4200 ext. 111

Proposal must be received no later than July 31, 2023.

Proposals received after this date will not be considered for award.

The Village will only accept proposals electronically submitted. Email your RFP response to bbirklabarge@kronenwetter.org.

I. Introduction

The Village of Kronenwetter is soliciting proposals from qualified and experienced consulting firms to provide recruitment services for the hiring of a Village Administrator. The intent of this request for proposal (RFP) is to partner with a recruiting firm to provide highly qualified candidates for the Village to consider at a competitive cost per recruitment.

I. Village of Kronenwetter Description

The Village of Kronenwetter (pop. 8,353 per 2020 census) is located in Marathon County in Central Wisconsin, approximately 8 miles south of the City of Wausau.

Kronenwetter is comprised of residential neighborhoods and business development in the Village's west and transforms to beautiful forests and agricultural lands to the east.

The population of Kronenwetter has grown from 5,369 in 2000 to 8,353 in 2020. This 55% increase makes Kronenwetter one of the fastest growing communities in Central Wisconsin.

The Village operates under a board-administrator form of government with seven elected officials on the Village Board including the Village President. Under this form of government, the Village Board sets the policies for the operation of government while the board appointed Village Administrator has administrative responsibilities for city operations.

The Village has a total 2023 budget of \$4.7 million and a staff of approximately 30 full-time positions, 3 part-time positions and 3 seasonal positions.

Village services include general government; emergency medical services; fire and police services; public works; economic development; planning and zoning; and parks and recreation. The Village has contracts with Riverside for emergency medical services.

II. Services Required

The Village is seeking a qualified and experienced professional search firm to provide recruitment services for the position of Village Administrator.

Desired recruitment services include but are not limited to:

- Meet with the Village Board to obtain information regarding expectations, challenges, requirements and responsibilities of the position.
- Develop a position profile and advertising plan based on previous successes with similar clients and positions.
- Execute a direct networking campaign to attract top talent, executing the advertising plan. This may include regional, in-state and local elements as determined during initial meetings with the Village Board.
- Contact known potential candidates to motivate application.
- Outreach to others in similar classifications for either application or referral of potential applicants.

- Accept all applications.
- Review and rate applicants.
- Screen applicants, including face to face or video conference with viable candidates; screening to include background, criminal and credit checks; references; and media checks to ensure finalists have backgrounds of the highest integrity.
- Deliver a list of the top candidates to be interviewed.
- Coordinate and schedule candidate interviews with the Village Board.

The Village may propose additional tasks as deemed necessary. Any additional services shall be compensated as agreed upon in the resulting contract with the Village.

III. Village Administrator Position Description and Responsibilities (see Appendix A for full details)

The Village Administrator serves as the chief administrative officer to directly supervise and coordinate the departments of Administration, Finance, Public Works, and Community Development under the general direction of the Village Board. The role includes creating and enforcing administrative policies and procedures to ensure standardized and efficient operations.

The Village Board will appoint the Village Administrator. The board is made up of an elected Village President and six elected Village Trustees, who each serve two-year terms.

Upcoming initiatives and projects include building a water treatment plant; developing a yard waste site; replacing the sewer lift stations; park revitalization; studying the concept of an interchange at Kowalski Road and I-39; developing and managing the Village's TID Districts; and economic development.

IV. Proposal Content

At minimum, the proposal must include the following information to be considered for the engagement.

1. Cover Letter
 - Must be signed by an individual authorized to bind the proposer contractually
 - Must indicate the signer's title or position
 - Include a statement that the proposal meets all the requirements of the RFP and that the offer tendered by the proposal will remain in full force and effect until and may be accepted by the Village at any time prior to 90 days beyond the deadline for submittal.
2. Statement of Minimum Qualifications
3. References
 - Please provide a at least three references from prior engagements of similar size and scope of the services being requested by the Village.
 - Reference checks will be conducted for each finalist.

- Please list the most significant engagements performed in the last three years that are similar to the engagement listed in this RFP.
 - References for information technology and similar professional recruitments are desirable
4. Organizational Background
- Provide a general description and history of the organization, its operations (please include any history of mergers and/or acquisitions), year founded, ownership structure, and biographies of the principals.
5. Fee Proposal
- Define your proposal in a straightforward and economical manner, providing a concise description of your firm's capabilities to satisfy the requirements of the RFP.
 - Please be sure to include all service elements as defined in Section III.
 - Provide your recruitment fee structure and a description of how costs are determined.
 - Please designate a NOT TO EXCEED total fee for recruitment.
 - The proposed fee shall include all costs and expenses for providing the services and equipment as described in this RFP, and any agreed-upon extended warranties that are associated with initial installation.
 - The fee proposal must expressly state that the proposed fees are guaranteed for the term of any resulting contract.
 - Responders must either include all expected travel costs as part of their overall NOT TO EXCEED fee, or they must provide their best estimate for all travel expenses they incur in performing the services required by this RFP.

V. Submission of Proposals

- All proposals must be received no later than **July 31, 2023**.
- Proposals must be submitted via email to Village Clerk Bobbi Jo Birk-LaBarge at bbirklabarge@kronenwetter.org.
- All costs for developing proposals and attending requested interviews are entirely the responsibility of the submitter.
- To clarify any issues in the request for proposal, please contact Village Clerk Bobbi Jo Birk-LaBarge at 715-693-4200 or bbirklabarge@kronenwetter.org
- A proposal may be withdrawn any time prior to the deadline by written notification signed by the individual applicant or authorized agent of the firm and received via email at bbirklabarge@kronenwetter.org.

VI. Evaluation Process

- All proposals submitted by **July 31, 2023** will be reviewed by the Administrative Policy Committee. Fees will be based on of the determining factors in this decision but will not be the primary determinative. The committee will make their recommendation to the Village Board based on the following factors:

1. Understanding of the services requested

2. Proposed methodology and work plan to be used in the process
 3. Relevant knowledge, experience and qualification of firm and team members including established record of success in similar work
 4. References
 5. Fees
- The Village Board will evaluate the proposals and recommendations from the Administrative Policy Committee.
 - The Village Board will make the final decision.

VII. Anticipated Timeline Information

Action	Date
RFP issued	July 5, 2023
RFP responses due	July 31, 2023
Administrative Policy Committee evaluations	August 15, 2023
Village Board evaluations	August 28, 2023
Anticipated contract award	Early September 2023

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