



CITY OF PARK RIDGE
505 Butler Place
Park Ridge, IL 60068
P: 847-318-5200
www.parkridge.us

REQUEST FOR PROPOSALS
CLASSIFICATION AND COMPENSATION STUDY
AD-26-01

NOTICE TO PROPOSERS

The City of Park Ridge is seeking proposals from qualified consultants to conduct a comprehensive Classification and Compensation Study for its non-represented employee group.

Solicitation documents can be obtained from on the City’s website (www.parkridge.us/purchasing) and [OpenBids](#). All responses must be received via OpenBids (preferred) or in-person at Park Ridge City Hall, Finance Department, 505 Butler Place, Park Ridge, IL prior to the Due Date and Time set forth below. Responses transmitted by fax or email will not be accepted. Responses received in person must be in a sealed envelope marked and clearly labeled: Company Name and Address, Solicitation Number, and Project Title.

Infrequent or first-time users of OpenBids are encouraged to upload their responses at least 24 hours prior to the due date. The City is not responsible for submittal errors or incomplete submissions. For technical issues or concerns, proposers may contact OpenBids support directly at hello@eunasolutions.com.

PHASE	DATE	TIME
RFP Issued	June 18, 2026	-
Deadline for Questions	June 29, 2026	3:00 P.M.
Final Questions and Answers Provided	July 2, 2026	3:00 P.M.
Proposals Due	July 16, 2026	10:00 A.M.
Anticipated Contract Award	August 2026	

Any communication regarding this invitation between the date of issue and date of award is to be in writing and directed to procurement@parkridge.us. Answers to questions submitted in writing may be distributed as an addendum. If a plan holder chooses not to submit a proposal, please fill out the enclosed NO BID form and return it to the email above.

GENERAL CONDITIONS AND INSTRUCTIONS

1. GENERAL

Throughout this document, "City of Park Ridge" and "City" shall be synonymous and mean the City of Park Ridge. The words "bid," "proposal," "proposer," "bidder," "vendor," "firm," "contractor," and "supplier" may be used in the alternative in these General Conditions and Instructions as intended and described by the Scope of Work. The phrases "request for proposal," "invitation for bids," "request for quotes," "request," "invitation," and "solicitation" may also be used in the alternative.

2. EXAMINATION OF CONTRACT DOCUMENTS AND WORK SITE BY PROPOSER

The Proposer shall, before submitting its Proposal, carefully examine the plans, specifications, contract documents, RFP, bond and insurance requirements and visit the site (if applicable) to verify conditions under which work will be performed. Each Proposer is responsible for reading the proposal documents and familiarizing itself with all requirements. Failure of a Proposer to do so shall not relieve the Proposer of any obligation with respect to said proposal. If the Proposer's bid is accepted, it shall be responsible for, and the City will make no allowance for any errors in their Bid resulting from its failure or neglect to comply with these instructions.

3. QUALIFICATIONS OF PROPOSER

The City may take any action deemed necessary to investigate the qualifications of each Proposer. The City reserves the right to qualify or disqualify Proposers as a result of lack of similar project experience and/or any other information obtained from the project reference form, references listed thereon, or publicly available information. Proposers must also demonstrate that they have sufficient resources (i.e. capital, laborers, sub-contractors, etc.) to accomplish all tasks required within the schedule for the contract. In the event there are additional eligibility requirements described in the Special Conditions or Specifications, such requirements shall be supplemental to and not in limitation of this provision.

4. PREPARATION OF PROPOSAL

The Proposer shall prepare their Proposal on the attached Proposal Form or alternatively include all required information in the Proposer's proposal package if a Proposal Form is not included. Unless otherwise stated, all blank spaces on the Proposal page(s), applicable to the subject specification, must be correctly filled in. Either a unit price or a lump sum price, as the case may be, must be stated for each item, either typed in or written in ink, in figures, and, if required, in words. In the event of an error on the Proposal page in which there is a conflict between the unit price and the extended price or the total proposal price, the City may exercise its reasonable discretion to ascertain the actual price of the proposal.

If the Proposer is a corporation, the President and Secretary shall execute the Proposal, and the Corporate Seal shall be affixed. In the event that the Proposal is executed by an officer other than the President, sufficient evidence of such signatory's authority shall be submitted. If the Proposer is a partnership, majority owning partners or general partners shall execute the Proposal, unless one partner has been authorized to sign for the partnership, in which case sufficient evidence of such authority shall be submitted. If the Proposer is a limited liability company, the manager shall execute the Proposal, unless another officer has been authorized to sign for the company, in which case sufficient evidence of such authority shall be submitted.

Each Proposal must contain all required certifications and signatures. In addition, if any addenda are issued by the City, the Proposer shall be required to acknowledge receipt of the formal addendum on the Proposal form or proposal, as applicable. Failure of a Proposer to acknowledge any of the addenda issued or submit essential required documents contained in the solicitation shall deem its proposal non-responsive; provided, however, that the City in reliance upon its home rule powers, may choose to waive this requirement if the City determines from the context of the Proposal that the Proposer has considered the terms and conditions of the addendum.

The Proposal submitted must not contain erasures, interlineations, or other corrections unless each correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the proposal.

Modifications of proposals already submitted will be considered if received at the office designated in the Invitation to Proposal by the time set for opening of proposals. Unless called for, alternate proposals will not be considered. No compensation will be allowed due to any difficulties which the Proposer could have discovered or reasonably known prior to bidding.

5. SUBMISSION OF PROPOSAL

All prospective Proposers shall submit their Proposal in the manner specified in the Notice to Proposers by the specified due date and time of the proposal. Proposals received beyond the date and hour set for the proposal opening will not be considered.

Submission of a proposal will be considered presumptive evidence that the Proposer has visited the sites (if applicable) and is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State or Local Codes, the state of Labor and Material Markets, and has made due allowance in the proposal for all contingencies. Include in proposal all costs of labor, material, equipment, allowance, fees, permits, guarantees, applicable taxes, insurance and contingencies, with overhead and profit necessary to produce a complete project, or to complete those portions of the work covered by the Specifications on which the Proposal is made including all trades, without further cost to the Owner. Unless otherwise described in the Special Conditions or Specifications, Proposers shall be responsible to obtain all permits and arrange for all inspections. No unsolicited supplemental information will be accepted and will be returned without being considered by the City.

6. WITHDRAWAL OF PROPOSAL

A Proposer may withdraw their Proposal at any time prior to the time specified in the notice as the closing time for receipt of proposals. However, no Proposer shall withdraw, cancel or modify their Proposal for a period of sixty (60) calendar days after the specified closing time for the receipt of proposal. Where this contract is subject to approval by another agency, such as the Federal Government or the State of Illinois, then the Proposer shall not withdraw, cancel or modify their Proposal for a period of ninety (90) calendar days after the specified closing time for the receipt of proposals.

7. CONSIDERATION OF PROPOSALS

No Proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the City of Park Ridge upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City, or had failed to perform faithfully any previous contract with the City. The Proposer, if requested, shall present within 48 hours evidence satisfactory to the City of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

Each Proposer shall submit where necessary, or when requested by the Procurement Officer, catalogs, descriptive literature or detailed drawings fully detailing features, designs, construction, appointments, finishes and the like not covered in the specifications, necessary to fully describe the material or work they propose to furnish.

The City of Park Ridge reserves the right to disregard any informality in the proposals, to waive technicalities, or to reject any and all proposals when, in the opinion of the City Council, the best interest of the City will be served by such action.

In addition to price and evaluation criteria specified in this RFP, the City may consider: (1) compliance with proposal and contract requirement including bonds and insurance; (2) ability, capacity, and skill to perform; (3) adequacy of facilities, equipment, materials, financial resources, organization, and staffing; (4) character, integrity, reputation, judgment, experience, and efficiency; (5) quality of past performance; (6) compliance with past contracts and applicable laws; (7) ability to provide future maintenance and service; (8) conditions or exceptions placed on the proposal.

8. ACCEPTANCE OF PROPOSALS

The City will accept one of the proposals or reject all proposals within sixty (60) calendar days, or within ninety (90) calendar days where approval by other agencies is required, from the date of opening of proposals, unless the successful Proposer, upon request of the City, extends the time of acceptance to the City. The contract will be awarded based on the City's independent assessment of the proposal by reference to the evaluation criteria described in the proposal solicitation. Where no evaluation criteria are specified, the contract will be awarded to the lowest responsible and responsive proposer whose proposal is most favorable to the City's interests. The City may rely on any information presented in the proposal and any publicly available information to assess the qualifications, responsiveness and responsibility of a proposal.

9. INTERPRETATION OF CONTRACT DOCUMENTS

Any Proposer in doubt as to the true meaning of any part of the specifications and contract documents may submit to the Procurement Officer a written request for an interpretation thereof by the deadline described in the Notice to Proposers. No oral comments will be made to any Proposer as to the meaning of the General or Special Conditions or any other contract documents and any inadvertently made are hereby disclaimed and void. The person submitting the request shall be responsible for its prompt delivery. Questions received after the deadline described in the Notice to Proposers cannot be considered. Such interpretation will be made only in the form of a written addendum duly issued by Procurement Officer. A copy of such addendum will be posted on the City's website and DemandStar. Failure on the part of the prospective Proposer to receive a written interpretation prior to the time of the opening of proposals will not be grounds for withdrawal of their Proposal. The Proposer shall acknowledge receipt of each addendum issued.

Addenda may modify or interpret the Bidding Documents and will become part of the Contract Documents when the Contract is executed. Subsequent addenda shall govern over prior addenda only to the extent specified.

Any references in these specifications to manufacturer's name, trade name, or catalog number (unless otherwise specified) is intended to be descriptive but not restrictive and only to indicate articles or materials that will be satisfactory. Proposals on other makes and catalogs will be considered, provided each Proposer clearly states on the face of their Proposal exactly what is proposed to be furnished. Unless so stated in the Proposal, it shall be understood that the Proposer intends to furnish the item specified and does not propose to furnish an "equal". The City hereby reserves the right to approve as an equal, or to reject as not being an equal, any article the Proposer proposes to furnish which contains minor or major variations from specification requirements.

10. CHANGES:

Illinois law (720 ILCS 5/33E-9) requires that aggregate changes in excess of \$25,000 or aggregate extensions greater than one hundred eighty (180) days must comply with the Criminal Code. Likewise, Illinois law (50 ILCS 525/5) expresses for a change order that authorizes or necessitates any increase in the contract price that is 50% or more of the original contract price or that authorizes or necessitates any increase in the price of a subcontract under the contract that is 50% or more of the original subcontract price, then the portion of the contract that is covered by the change order must be resubmitted for bidding in the same manner for which the original contract was proposal. Upon approval, the Procurement Officer shall issue to the successful contractor a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.

11. FAIR EMPLOYMENT

Proposer’s signature on the Proposal Form will be construed as acceptance of and willingness to comply with all provisions of the acts of the General Assembly of the State of Illinois relating to wages of laborers and discrimination and intimidation of employees. Provisions of said acts are herein incorporated by reference and become a part of this Proposal and Specifications

12. DRUG FREE WORKPLACE ACT

At the time of contract, the Contractor will make certification required in the Contract and will comply with all provisions of the Drug Free Workplace Act that are applicable to the Company. False certification or violation of the requirements of the Drug Free Workplace Act may result in sanctions including but not limited to suspension of the Contract with the City, termination of the Contract and debarment of contracting with the City for at least one (1) year but not more than five (5) years.

13. HAZARD COMMUNICATION

All on-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working for the City. Upon request, this information is made available to the contractors and their subcontractors by the prime contractor. It is the contractors and subcontractor’s responsibility to train their own employees on Hazardous Communications and the handling of hazardous materials. It is the responsibility of the contractor to inform the City of any hazardous substances brought and stored on City property. The contractor must also provide a Safety Data sheet for such chemicals.

14. WARRANTY/GUARANTEE

The Proposer warrants to the City that the labor shall be first class and conform to the requirements of the Specifications and shall be performed by persons qualified in their respective trades. Materials furnished under the Contract will be of good quality and new unless otherwise required or permitted under the Specifications, and that materials will be free from defects not inherent in the quality required or permitted. Work and materials not conforming to the Specifications, including substitutions not properly approved and authorized, may be considered defective and will be rejected by the City. This warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Proposer, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. Unless otherwise described in the specifications, materials provided under this agreement will be guaranteed for a period of one year, or the term of the manufacturer’s warranty, whichever is greater. Unless otherwise described in the specifications, labor provided under this agreement will be guaranteed for a period of one year.

15. NON-BARRED BIDDING

The Proposer must certify that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting proposal-rigging or proposal rotating by executing the included certification as required by 720 ILCS 5/33E-11.

16. ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)

Contractor understands that amendments to the Illinois Freedom of Information Act (P.A. 96-0542), which took effect January 1, 2010, requires the Contractor to produce to the City any of its company records and documents which are in any way related to the performance of services under this agreement and not exempt from disclosure within five (5) business days of the City’s receipt of a request for said records. Accordingly, the Contractor. agrees to be bound by the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.), and agrees to deliver to the City all records in its possession relating to this agreement within three (3) business days of a request by the City for said records. Contractor agrees to reimburse the City any fees, fines, or costs incurred by or assessed against the City for its failure to deliver requested records in the possession of the

Contractor, and which the Contractor failed to deliver to the City within three (3) business days of its receipt of a request from the City to do so. An e-mail request for records and documents sent during business hours will be considered received by the Contractor on the day sent. The Contractor shall not be entitled to receive any wages, fees, or costs of any kind from the City for the production of documents and records in response to a Freedom of Information Act request.

17. INDEMNITY

To the fullest extent permitted by law, the Contractor shall waive any right of contribution against the City and shall indemnify and hold harmless the City and their officers, officials, employees, volunteers and agents from and against all claims, damages losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs), arising out of or resulting from the performance of the Contractor's work provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of patent, trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity that the Owner would otherwise have. The Contractor shall similarly, protect, indemnify and hold and save harmless, the Owner, its officers, officials, employee, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation or Disability Benefit Acts or Employee Benefit Act.

18. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

No contract shall be assigned or any part of the same subcontracted without the prior written consent of an authorized agent of the City; but in no case shall such consent relieve the Contractor from their obligation or change the terms of this contract. The Contractor shall not transfer or assign any contract funds or claims due or to become due without the prior written approval of an authorized agent of the City having first been obtained. The unauthorized transfer or assignment of any contract funds in whole or in part, or any interest therein, which shall be due or to become due to the Contractor, shall cause the annulment of said transfer or assignment so far as the City is concerned.

19. CONFLICT OF INTEREST

The Proposer covenants that to the best of its knowledge no member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the solicitation or approval of this contract, shall have or does have any personal interest, direct or indirect, in this contract.

The Proposer covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in the work to which this contract pertains which would conflict in any manner or degree with the performance of its services hereunder. The Proposer further covenants that in the performance of this contract, it shall not employ any officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the solicitation or approval of this contract.

20. COMPLETION

Proposer shall complete the services within the timeline set forth in the Proposal Documents. Failure of the Proposer to complete these services in accordance with the Specifications shall constitute a breach of the Contract.

21. TERMINATION, CANCELLATION AND DAMAGES

This contract may be terminated for convenience upon mutual agreement of both parties. The City may terminate based on the Contractor’s breach or default. Unless the breach or default creates an emergency situation, as determined in the City’s sole discretion, the Contractor shall be given notice and a five (5) day opportunity to correct before the termination becomes effective.

If the City terminates this Contract because of the Contractor’s breach or default, the City shall have the right to purchase items or services elsewhere and to charge the Contractor with any additional cost incurred, including but not limited to the cost to cover, incidental and consequential damages and the cost of re-proposaling. The City may offset these additional costs against any sums otherwise due to the Contractor under this proposal or any unrelated contract

Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) any additional costs actually incurred by Contractor as are permitted by the prime contract and approved by City. The Contractor shall not be entitled to any claim or claim of lien against City for any additional compensation or damages in the event of such termination and payment

If the City of Park Ridge fails to appropriate funds to enable continued payment of yearly or multi-year Contracts the City may cancel, without termination charges, provided Contractor received at least thirty (30) days prior written notice of termination.

22. TAX EXEMPTION

Federal Excise Tax does not apply to materials purchased by the City of Park Ridge by virtue of Exemption Certificate No. 36-600-6041. Illinois Retailers' Occupation Tax, Use Tax, and Municipal Retailers' Occupation Tax do not apply to materials or services purchased by the City of Park Ridge by virtue of Statute. Illinois Tax Exemption Identification No. E9998-1408-05. The prices quoted herein shall comply with all Federal Laws and Regulations.

23. PAYMENTS

Payment terms shall be in accordance with the provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., after receipt by the City of the Contractor’s invoice.

24. PRICING

Pricing shall remain consistent with the original terms accepted by the City for the term of the contract.

25. TERM OF CONTRACT

The contract term shall be one (1) year following approval by City Council and execution of the contract by the City Manager.

26. PUBLIC RELATIONS

The Contractor shall endeavor at all times to maintain good public relations and to present the City in a positive light. Any action by the Contractor which damages the City’s good will shall be considered a breach of this Agreement.

INSURANCE REQUIREMENTS

Upon notice of acceptance of Proposal, the successful proposer shall, within fifteen (15) calendar days, but before commencing work or furnishing materials, furnish to the City a certificate of insurance evidencing coverage in the types and amounts specified below. Such coverage shall be placed with a company acceptable to the City, licensed to do business in the State of Illinois, and with a minimum insurance rating of A:VII as found in the current edition of A. M. Best's Key Rating Guide. If the rating is less than A:VII or a Best's rating is not obtained, the City may reject the insurer. The contractor shall maintain all required insurance in full force and effect during the life of the contract, and until such time as all work has been approved and accepted by the City.

1. Commercial General Liability: including bodily injury and property damage in the following minimum amounts:
\$2,000,000.00 General Aggregate
\$1,000,000.00 Per Occurrence
\$1,000,000.00 Products/Completed Operations Aggregate
2. Workers' Compensation and Employer's Liability
 - Workers' Compensation: Statutory limits (Illinois) for all persons employed directly or through subcontractors in carrying out the work under this contract. Such insurance shall hold the City free and harmless of all related personal injury claims.
 - Employer's Liability: \$500,000 minimum liability, for each accident/injury and disease.
3. Commercial Automobile Liability (Owned, Non-owned, Hired): including bodily injury and property damage, which may arise from the use of motor vehicles engaged in various operations under this contract. Coverage shall be provided in the minimum amount of \$1,000,000 for combined single limit per accident.
4. Professional Liability (Errors and Omissions):
\$1,000,000 Per Claim
\$2,000,000 Aggregate

The City of Park Ridge shall be named as an additional insured on all liability policies required herein. The requirement to obtain and maintain insurance shall be solely the responsibility of the Contractor and cannot be waived by any act or omission of the City. The Contractor shall cause each subcontractor engaged in work described in this contract to obtain insurance of the kind required herein. When requested by the City, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor. When requested by the City, Contractor shall furnish copies all insurance policies and endorsements relied upon by the Contractor to meet these requirements.

The surety companies, other signers of any required bonds, and the insurance companies shall familiarize themselves with all of the conditions and provisions of these specifications and contract documents, and shall waive all rights of special notification of any change or modification of this contract in regard to the scope of the work, time of completion, cancellation or termination, or of any other act or acts by the City of Park Ridge or its authorized employees and agents under the terms of this contract. Failure to notify the previously mentioned surety or insurance companies of change or modification shall in no way relieve the surety or insurance companies of their obligations under this contract.

**CITY OF PARK RIDGE
CLASSIFICATION AND COMPENSATION STUDY
AD-26-01**

STATEMENT OF WORK

A. Project Objective

The City seeks proposals from qualified compensation consulting firms to conduct a comprehensive Compensation and Classification Study for its non-represented, full- and part-time employee group including staff, management (approximately 45 employees), and elected officials which includes Mayor, Clerk, and Alderpersons (7). The primary objectives of the study are to:

- Evaluate the competitiveness of the City's compensation structure relative to comparable local municipalities and/or private sector firms.
- Assess internal pay equity and identify salary compression issues.
- Develop updated salary structures and pay ranges that support recruitment, retention, career progression, and organizational sustainability.
- Provide practical implementation options and cost projections that recognize budgetary constraints.
- Establish a framework for maintaining competitive compensation practices over time.

Preference will be given to firms with significant experience conducting compensation studies for Illinois municipalities, particularly municipalities within the Chicago metropolitan region.

B. Scope of Services

At a minimum, the Consultant shall provide the following services:

1. *Project Initiation and Data Collection*

- Conduct a kickoff meeting with City staff.
- Review organizational structure, compensation policies, collective bargaining agreements, job descriptions, and salary schedules.
- Collect compensation, tenure, demographic, and organizational data necessary to complete the study.
- Identify any additional information required to perform the analysis.

2. *Classification Review & Market Compensation Analysis*

- Review all City classifications and organizational relationships.
- Evaluate the appropriateness of existing job classifications.
- Identify positions that may require reclassification, consolidation, or restructuring.

3. *Market Compensation Analysis*

- Develop a recommended list of comparable municipalities and public-sector employers.

- Include communities comparable in population, service levels, organizational complexity, labor market competition, and geographic location.
- Benchmark compensation against Illinois municipalities with emphasis on the Chicago metropolitan region.
- Establish recommended criteria for identifying comparable communities and prepare a recommended list of comparable communities that meet those criteria.
- Compare salary ranges, actual compensation, and compensation practices.
- Evaluate competitiveness at minimum, midpoint, and maximum salary levels.

The final comparable community list shall be reviewed and approved by the City prior to analysis.

4. Compensation Structure Evaluation

- Evaluate the City's existing pay plan and salary range structure.
- Assess grade relationships, range spreads, midpoint progression, and pay administration practices.
- Determine whether the current structure supports recruitment, retention, and advancement objectives.
- Identify structural weaknesses and opportunities for improvement.

5. Salary Compression Analysis

The Consultant shall conduct a comprehensive analysis of salary compression including:

- Employee-to-supervisor compression.
- Compression between newly hired and long-tenured employees.
- Compression resulting from collective bargaining adjustments.
- Compression between represented and non-represented positions.
- Compression caused by market adjustments and hiring practices.

The analysis shall identify:

- Positions most affected by compression.
- Underlying causes of compression.
- Operational and retention risks associated with compression.
- Recommended corrective actions.

6. Benefits Analysis

- Conduct a review of current benefits packages and compare them with those offered by comparable communities to evaluate competitiveness and identify potential areas for enhancement.

7. Development of Compensation Recommendations

The Consultant shall develop recommendations that:

- Promote internal equity and external competitiveness.
- Address identified compression issues.
- Establish updated salary grades and ranges.
- Define appropriate placement of classifications within the proposed structure.
- Provide guidance regarding future salary administration.

Recommendations should balance market competitiveness with long-term fiscal sustainability.

8. Implementation Strategies and Cost Analysis

A key deliverable of this study shall be implementation planning.

The Consultant shall provide multiple implementation scenarios, including:

- Immediate implementation.
- Multi-year phased implementation.
- Priority-based implementation focused on critical positions.
- Compression-specific implementation strategies.

For each scenario, the Consultant shall provide:

- Estimated annual and total implementation costs.
- Employee impacts.
- Advantages and disadvantages.
- Recommended sequencing and timeline.
- Considerations for represented and non-represented employees.

9. Recruitment and Retention Assessment

The Consultant shall evaluate whether compensation is contributing to recruitment and retention challenges and provide recommendations regarding:

- Starting salary practices.
- Salary progression.
- Promotional compensation practices.
- Market-sensitive positions.
- Hard-to-fill classifications.

10. Compensation Program Maintenance

The Consultant shall provide guidance regarding:

- Ongoing market review processes.
- Salary range adjustment methodologies.
- Future compression monitoring.
- Recommended schedule for compensation reviews.

- Best practices for administration of the compensation program.

C. **Deliverables**

The Consultant shall provide:

1. *Draft Report* summarizing:

- Market findings.
- Classification findings.
- Compression analysis.
- Preliminary compensation recommendations.
- Preliminary implementation options.

The Consultant shall present findings to City staff and incorporate comments prior to finalization.

2. *Final Report* including:

- Executive Summary
- Methodology
- Comparable Community Analysis
- Classification Findings
- Market Compensation Analysis
- Internal Equity Assessment
- Salary Compression Analysis
- Recommended Salary Structure
- Recommended Salary Ranges
- Implementation Options
- Cost Estimates
- Long-Term Compensation Maintenance Strategy
- Appendices and Supporting Data.
- The final report shall be provided in electronic PDF and editable Microsoft Word and Excel formats.

The Consultant shall present findings to City management staff and may be asked to present final recommendations to City Council and/or Finance Committee.

The City's preferred completion date for submitting a final report is December 1, 2026.

Consultants may furnish a schedule that finishes the study in advance of that date.

Submittal Requirements

Consultants responding to this request shall submit a proposal that includes, at a minimum, the following information:

1. **Cover Letter**
2. **Table of Contents**
3. **Firm Qualifications**
 - Description of the firm, the types of services offered, the year founded, and its experience in performing related services.
 - Identification of at least five (5) recently completed municipal Classification and Compensation Study projects including client references.
4. **Project Team**
 - Identification of the proposed project manager and key team members.
 - Description of each team member's role, relevant experience, and number of similar projects completed in the last five years.
5. **Project Approach**
 - Description of the proposed methodology for completing the tasks specified in the Scope of Work. Outline the activities to be undertaken and key personnel proposed to perform the work.
 - Description of stakeholder engagement and data collection methods.
6. **Project Schedule**
 - Proposed timeline for completion of the study, including key milestones and deliverables.
7. **Cost Proposal**
 - Cost proposal shall be a lump sum, not-to-exceed price inclusive of all costs to complete the Scope of Work.
 - Cost proposals shall be submitted separately from the technical proposal.
8. **Procurement Forms** (provided)
 - Form A Contract Execution
 - Form B Contractor Certifications
 - Form C Vendor Profile

Evaluation Criteria

Proposals will be evaluated by a review committee composed of City staff. The committee will review and score each proposal based on the criteria listed below. The City may, at its discretion, shortlist firms and conduct interviews as part of the evaluation process.

The City reserves the right to request clarification of information submitted and to consider all information available regarding the respondent's qualifications, experience, and performance on similar projects.

Criteria	Description	Points
Firm & Team Qualifications & Relevant Experience	Evaluation of the firm and project team's experience conducting classification and compensation studies for local governments. Preference will be given to firms with demonstrated experience serving Illinois municipalities within the Chicagoland metropolitan region. Consideration of key personnel, depth of municipal expertise, and success completion of similar projects within the last 5 years.	35
Project Approach and Methodology	Demonstrated understanding of the project and proposed methodology for completing the study. Emphasis on market compensation analysis, salary structure design, compression issues, and practical implementation strategies.	35
Project Schedule	Evaluation of proposed project schedule, including the consultant's ability to complete the study within the City's desired timeframe. Consideration of reasonableness of schedule, key milestones and deliverables.	10
Cost	Evaluation of overall project cost and reasonableness of fees relative to the scope of services.	20
	Total Possible Points	100

Cost Proposal Form

The Proposer shall submit pricing in the table provided below. Proposal pricing must remain firm for the term of the agreement, and Proposers must propose a not-to-exceed price. The not-to-exceed price shall be all-inclusive and shall include all labor, materials, transportation, administrative expenses, and all other costs necessary to complete the scope of work identified herein.

Classification and Compensation Study AD-26-01	
Total Not-To-Exceed Price	\$
Total Not-To-Exceed Price (in words)	
Vendor Name	

FORM A

CONTRACT EXECUTION

TO BE EXECUTED BY OWNER / SOLE PROPRIETOR

Signature of Proprietor: _____

Doing Business As: _____

Business Address: _____

TO BE EXECUTED BY A PARTNERSHIP/LIMITED LIABILITY COMPANY

Partnership Name: _____

Business Address: _____

Signatures and Addresses of All Members of the Partnership/Managers of the LLC:

1) _____

2) _____

TO BE EXECUTED BY A CORPORATION

Corporate name: _____

Address: _____

State of Incorporation: _____

Names of Officers of the Corporation:

President:

Secretary:

Vice President:

Treasurer:

The undersigned agrees to perform the Scope of Work according to the terms and conditions of the Contract Documents, including the Bid Proposal and pricing hereby submitted, and I understand that any conflict between the Contract Documents and the Proposal will be resolved in favor of the Contract Documents.

- The undersigned hereby acknowledges having received a full Bid Document including **ADDENDA NUMBERS** _____ **(if applicable)**

Signature

Date

Print Name

Title

FORM B

CONTRACTOR CERTIFICATIONS / AFFIDAVIT

Please certify the following by signing below:

A. CERTIFICATION TAX COMPLIANCE

Bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue or the City of Park Ridge, or if it is:

- (1) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or
- (2) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

B. CERTIFICATION - SEXUAL HARASSMENT POLICY

The undersigned, on behalf of the entity making this Bid or bid, certified that a written sexual harassment policy is in place, pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 A. This Act has been amended to provide that every party to a public contract must have a written sexual harassment policy that includes, at a minimum, the following information:

1. The illegality of sexual harassment;
2. The definition of sexual harassment, under State law;
3. A description of sexual harassment, utilizing examples;
4. The vendor's internal complaint process including penalties;
5. The legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission;
6. Directions on how to contact the Department and Commission;
7. Protection against retaliation as provided by 6-101 of the Act.

C. ILLINOIS DRUG FREE WORKPLACE STATEMENT

1. Notify employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.
2. Specifying the actions that will be taken against employees for violating this provision.
3. Notifying the employees that, as a condition of their employment to do work under the contract with the City, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the undersigned of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such a conviction.
4. Establishing a drug free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, or employee assistance program.
 - d. The penalties that may be imposed upon an employee for drug violations.
5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the City and shall post the statement in a prominent place in the workplace.
6. The undersigned will notify the City within ten (10) days of receiving notice of an employee's conviction.
7. Make a good faith effort to maintain a drug free workplace through the implementation of these policies.
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the workplace, he shall:
 - a. Take appropriate action against such employee up to and including termination; or
 - b. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

D. BID RIGGING / ANTI-COLLUSION AFFIDAVIT

FORM B

The undersigned does hereby certify to the City, its Council Members, officers and employees that neither I nor employees of the company are barred from bidding on the contract for which this bid is submitted, as a result of violation of either Section 33E-3 ("Bid-rigging") or Section 33E-4 ("Bid-rotating") of Article 33E of the Criminal Code of 1961 of the State of Illinois approved July 28, 1961, as amended.

E. CERTIFICATION - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor and all subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. The Contractor also agrees that all of the Contractors employees are authorized to work in the United States.

The Contractor shall take affirmative action to ensure that all applicants are employed, and that employees are equally treated during employment, without regard to their race, religion, color, sex, or national origin. Such action shall include, but not to be limited to the following:

1. Employment, upgrading, demotion and transfer.
2. Recruitment or recruitment advertising.
3. Layoff or termination.
4. Rates of pay or other forms of compensation.
5. Selection for training including apprenticeship.

The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.

The Contractor and all subcontractors shall, in all solicitations or advertisements for employees placed by them or on their behalf; state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

Comply with all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission.

F. GENERAL LAW COMPLIANCE

All project construction Work shall comply with all State and Municipal Laws and Regulations, and with all Local Ordinances and Rules pertaining to this Work. Such Laws, Regulations, Ordinances and Rules shall be considered a part of these Specifications.

All successful Contractors must comply with the provisions of the Illinois Human Rights Act (Act) dealing with equal employment opportunities (Section 2-105,775 ILCS5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The Contract with the successful Bidder will provide for this requirement. The Statutory provisions setting forth what such policies shall include as a minimum under the Act are on file with the City and available to the Contractor upon request.

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE VENDOR TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID OR BID.

PLEASE CERTIFY TO COMPLIANCE OF SECTIONS A, B, C, D, E, F:

X _____ Date: _____
Name and Title

FORM C

VENDOR PROFILE

COMPANY INFORMATION

COMPANY NAME (Complete, legal company name.)			
DOING BUSINESS AS			
FEIN		(If FEIN is not applicable, SSN collected upon award)	
CONTACT NAME		TITLE	
TELEPHONE NUMBER		EMAIL	
ADDRESS	CITY	STATE	ZIP CODE
WEBSITE			

REMIT INFORMATION

COMPANY NAME (Complete, legal company name.)			
FEIN		(If FEIN is not applicable, SSN collected upon award)	
CONTACT NAME		TITLE	
TELEPHONE NUMBER		EMAIL	
ADDRESS	CITY	STATE	ZIP CODE

INVOICING INFORMATION

Bills can be emailed to: AP@PARKRIDGE.US or mailed to:

City of Park Ridge
Attn: Accounts Payable
505 Butler Place
Park Ridge, IL 60068
Ph: 847-318-5200

**CITY OF PARK RIDGE
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is made and entered into by and between _____ (hereafter "FIRM") and the **CITY OF PARK RIDGE** (hereafter "AGENCY"). Firm and City shall be jointly referred to as the "Parties."

WHEREAS, FIRM will be performing services and work for AGENCY as more particularly set forth in the **Request for Proposal** _____ ("RFP") and the FIRM's Proposal dated _____ (collectively the "Contract Documents") and which collectively are attached hereto and incorporated herein as Group Exhibit A;

WHEREAS, the Contract Documents, together with this document, collectively comprise the agreement of the Parties and are hereafter referred to as the "Agreement"; and

WHEREAS, unless the context clearly expresses a different intent, in the event of any conflict between any components of the Agreement, such conflict will be resolved in the following order of precedence: (1) this document, (2) the RFP, and (3) the Proposal.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration received and to be received, FIRM hereby agrees:

1. To comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which FIRM must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Preference Act, the Social Security Act, Statutes relating to contracts let by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.
2. To the fullest extent permitted by law, to waive any and all rights of contribution against AGENCY and to indemnify and hold harmless AGENCY and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorneys and paralegals fees, expert fees and court costs) arising out of or resulting from the performance of FIRM's work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of FIRM, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which AGENCY would otherwise have. FIRM shall similarly, protect, indemnify and hold and save harmless, AGENCY, its officers, officials, employee, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of FIRM's breach of any of its obligations under, or FIRM's

default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for FIRM or any Subcontractor under Workers Compensation or Disability Benefit Acts or Employee Benefit Acts.

3. Upon notice of acceptance of Proposal, the successful proposer shall, within fifteen (15) calendar days of said notice, but before commencing work or furnishing materials, furnish to the City a certificate of insurance evidencing coverage in the types of insurance and in the amounts specified in the Request for Proposal. Such coverage shall be placed with a responsible company acceptable to the City, licensed to do business in the State of Illinois, and with a minimum insurance rating of A:VII as found in the current edition of A. M. Best's Key Rating Guide. If the Best's rating is less than A:VII or a Best's rating is not obtained, AGENCY has the right to reject insurance written by an insurer it deems unacceptable. The contractor shall maintain all required insurance in full force and effect during the life of the contract, and until such time as all work has been approved and accepted by the City.
4. To have all policies of insurance purchased or maintained in fulfillment hereof name the AGENCY as an additional insured thereunder and the FIRM shall provide AGENCY with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All liability insurance, except for professional liability, shall be written on an "occurrence" basis rather than a "claims-made" basis. Failure of AGENCY to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of AGENCY to identify a deficiency from evidence that is provided shall not be construed as a waiver of FIRM's obligation to maintain such insurance. The FIRM agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the AGENCY. Upon request, the FIRM will provide copies of any or all policies of insurance maintained in fulfillment hereof.

AGENCY shall have the right, but not the obligation, of prohibiting FIRM or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by AGENCY.

Failure to maintain the required insurance may result in termination of this Contract at AGENCY's option.

5. FIRM shall cause each consultant employed by FIRM to purchase and maintain insurance of the type specified above. When requested by the AGENCY, FIRM shall furnish copies of certificates of insurance evidencing coverage for each consultant.
6. For any claims related to this contract, FIRM insurance coverage shall be primary insurance as respects the AGENCY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the AGENCY, its officers, officials, employees, or volunteers shall be excess of the FIRM insurance and shall not contribute with it.
7. Nothing contained in this Contract is to be construed as limiting the liability of FIRM, the liability of any Subcontractor or any tier or either of their respective insurance carriers. AGENCY does not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect AGENCY, or FIRM, but are merely minimums. The obligations of FIRM to purchase insurance

shall not, in any way, limit its obligations to AGENCY in the event that AGENCY should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of a loss which is not covered by FIRM's insurance.

8. In the event FIRM fails to furnish and maintain the insurance required by this Contract, the AGENCY, upon 7 days written notice, may purchase such insurance on behalf of FIRM, and FIRM shall pay the cost thereof to the AGENCY upon demand or shall have such cost deducted from any payments due FIRM. FIRM agrees to furnish to the AGENCY the information needed to obtain such insurance.
9. All insurance provided by FIRM shall provide that the insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.
10. All certificates shall provide for 30 days written notice to owner prior to the cancellation or material change of any insurance referred to therein written notice to AGENCY shall be certified mail, return receipt requested.
11. AGENCY reserves the right to modify these requirements herein, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.
12. The surety companies, other signers of any required bonds, and the insurance companies shall familiarize themselves with all of the conditions and provisions of these specifications and contract documents, and hereby waive all rights of special notification of any change or modification of this contract in regard to the scope of the work, time of completion, cancellation or termination, or of any other act or acts by the City of Park Ridge or its authorized employees and agents under the terms of this contract. Failure to notify the previously mentioned surety or insurance companies of change or modification shall in no way relieve the surety or insurance companies of their obligations under this contract.
13. FIRM agrees to furnish any affidavit or Certificate in connection with the work covered by this agreement as required by law.
14. FIRM grants to AGENCY, in perpetuity, a license to use the drawings, specifications and other work products of FIRM and its consultants for its own purposes. Reuse of any of the drawings, specifications or other work products of FIRM and its consultants without the written consent of FIRM, and/or the consultant, as the case may be, shall be at the risk of the AGENCY and AGENCY agrees to indemnify, defend and hold harmless FIRM, and/or its consultant, as the case may be, from all claims, damages, and expenses, including attorneys' fees, arising out of such unauthorized reuse. AGENCY shall endeavor to give FIRM prior written notice of AGENCY's intent to reuse any work products.
15. AGENCY may terminate this Agreement for cause upon five (5) days written notice of breach to FIRM and for convenience and without cause upon mutual agreement of both parties. In the event of termination for other than cause, FIRM shall be compensated for services performed prior to termination (applying a pro-rata apportionment to the anticipated schedule of services) together with Reimbursable Expenses then due.
16. FIRM agrees to maintain, without charge to the AGENCY, all records and documents for projects of the AGENCY in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition,

FIRM shall produce records which are responsive to a request received by the AGENCY under the Freedom of Information Act so that the AGENCY may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then FIRM shall so notify the AGENCY and if possible, the AGENCY shall request an extension so as to comply with the Act. In the event that the AGENCY is found to have not complied with the Freedom of Information Act due to FIRM's failure to produce documents or otherwise appropriately respond to a request under the Act, then FIRM shall indemnify and hold the AGENCY harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

IT IS MUTUALLY UNDERSTOOD AND AGREED that FIRM shall have the full control of the ways and means of performing the work referred to above and that FIRM or its employees, representatives or Subcontractors are in no sense employees of AGENCY, it being specifically agreed that FIRM bears the relationship of an independent FIRM to AGENCY.

This agreement shall be in full force and effect as of the latest date set forth below.

FIRM

**CITY OF PARK RIDGE, ILLINOIS
an Illinois municipal corporation:**

By: _____
Signature

By: _____
Signature

Date

Date

Print Name and Title

Print Name and Title



City of Park Ridge
No Response Survey Form
Please submit to procurement@parkridge.us if you are not responding.

Procurement Number/Name: _____

Reason for not responding:

- | | |
|-------------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Unable to meet specifications or requirements | <input type="checkbox"/> Terms and conditions are unacceptable |
| <input type="checkbox"/> Insufficient time to prepare response | <input type="checkbox"/> Could not get required insurance |
| <input type="checkbox"/> Too busy / insufficient resources at this time | <input type="checkbox"/> Could not get required bonds |
| <input type="checkbox"/> Do not provide requested goods/services | <input type="checkbox"/> Not interested in this opportunity |
| <input type="checkbox"/> Other (please detail below) | |

Additional Comments or Feedback:

Vendor Name: _____
Address: _____
Contact Name: _____
Contact Title: _____
Phone Number: _____
Email: _____
Date: _____