



Village of Mount Pleasant Police Chief Recruitment Request for Proposals

Issued February 2, 2024 | Due February 23, 2024

1. Summary

The Village of Mount Pleasant Police and Fire Commission invites qualified executive search firms to submit a written proposal to conduct an executive recruitment campaign for a new Police Chief. The current Chief is retiring after serving in the Village of Mount Pleasant Police Department for twenty-six years. The Chief served as a Police Officer for eleven years, a Sergeant for eight years, Police Captain for two years, and as Chief for the past five years. The Police and Fire Commission is the hiring authority.

2. Background

The Village of Mount Pleasant is a community that prides itself in one of its greatest assets - location. Comprising 36 square miles in eastern Racine County, Mount Pleasant is one of the fastest growing communities in the State of Wisconsin. Stretching from Lake Michigan to Interstate 94, the location provides easy access to metropolitan Milwaukee and Chicago, including Mitchell International Airport just minutes to the north. Mount Pleasant offers a wide variety of business opportunities. Numerous local, national, and international companies call Mount Pleasant home, including SC Johnson, Putzmeister, Case New Holland, Seda International Packaging, Badger Meter, Foxconn, and many others. Recently, the Microsoft Corporation purchased about two square miles of land for future development in Village of Mount Pleasant.

The Village of Mount Pleasant comprises a unique blend of rural agriculture, residential, manufacturing, and commercial properties. The Village is experiencing economic growth. The current population of the Village is 27,604 with approximately 11,911 housing units. Based on the VISION 2050, from the Village's Parks and Open Space Plan, population forecasts 44,700 residents and 19,700 households in the Village of Mount Pleasant by the year 2050. Under the plan, the number of Village residents would increase by 71 percent, and the number of households would increase by 77 percent, between 2010 and 2050.

The Mount Pleasant Police Department proudly serves the Village with 56 sworn officers, 3 K-9 officers, and 9 civilian staff members. On November 11, 2022, the Wisconsin Law Enforcement Accreditation Group (WILEAG) granted the Department full accreditation status. The Department continues to see rapid growth as accelerated growth continues throughout Mount Pleasant. The current and future growth rate is unprecedented and will dramatically affect calls for service, and the demands placed on sworn and civilian personnel. In addition to adapting to this rapid growth, the Department continues its work to combat the heroin epidemic as well as human trafficking in the area. The patrol squads are equipped with Narcan and defibrillators to assist in life saving measures. The proliferation of fentanyl and carfentanyl has required officers to be more vigilant when encountering people in medical emergencies. In addition, the Department has had tremendous success with Community Oriented Policing Unit as the unit continues to make great

strides in establishing a sense of community and mutual respect between the Department and citizens. This year, the Department has seen an increase in the nature of calls that require time-intensive follow up from the detective bureau, such as financial crimes as well as computer and technology related criminal activity.

3. Scope of Work and Deliverables

The Village is seeking a consultant to lead the Village's Police and Fire Commission through the process of hiring a new Village of Mount Pleasant Police Chief with the deliverables outlined below:

- Act as the primary contact to the Police and Fire Commission to guide and advise the Commission through the recruitment and selection process.
- Interview Police and Fire Commissioners to obtain feedback for desired characteristics and qualifications of a Police Chief.
- Coordinate stakeholder input at the direction of the Police and Fire Commission to include the Village President and Board of Trustees, Village and Police Department staff as well as community representatives.
- Develop recruitment materials.
- Conduct a comprehensive outreach campaign aimed at producing the highest quality candidates.
- Identify and contact referral sources and contact potential candidates.
- Review and screen candidates.
- Recommend and coordinate processes to effectively evaluate skills and leadership abilities of candidates.
- Assist the Commission with the interview process.
- Conduct background checks on final candidates and coordinate a comprehensive background investigation of finalists.
- Negotiate compensation package with the final candidate.

4. Proposal Content

a. Step 1 (Technical and Qualifications)

Proposals should include the following information, presented in a clear, comprehensive, and concise manner, to illustrate the firm's capabilities and technical approach to the work.

Information Required of Respondents:

- i. Firm name, business address, telephone, and contact.
- ii. Description of the firm.
Include history, size, and statement of ability to perform the work.
- iii. Summary of the Proposal.
Provide a brief summary of the proposal.
- iv. Descriptions of the Activities Recommended.
- v. Work Plan & Timeline.
Provide information about proposed activities including a timeline for completion and deliverables.
- vi. Staffing Plan, Including Resumes.
Please identify each person who will work on the project and identify his or her role. Please provide a resume and references for each member.
- vii. References.
Please provide the names of three references that you have worked with on projects.

b. Step 2 (Pricing)

Included in a separate document:

- i. A project budget that includes a “not to exceed” cost for professional services. The “not to exceed” costs should be an all-inclusive cost to include all elements of this assignment, including travel, meeting facilitation, document preparation and printing costs. The budget shall also include any limitations to the scope of work.
- ii. The pricing document should also include any potential work not defined within the proposed scope of work and deliverables, or not mentioned in this RFP.

5. Submission of Proposals

The Village Police and Fire Commission will use a two-step selection process. The first step will consist of an evaluation of qualifications and technical information submitted by the vendor and will result in a short list of firms who are considered best qualified based upon the evaluation process described below. The second step will consist of the opening of the priced proposals from the shortlisted firms. Interviews may be scheduled.

Applicants should send six (6) complete bound copies and one electronic copy (emailed) of the technical proposal for Step 1 along with a separate sealed envelope labeled “Cost to conduct the Police Chief Search” by **4:00 p.m. on Friday, February 23, 2024** to the address below:

**Village of Mount Pleasant
Mary Cole, Human Resources Director
8811 Campus Drive
Mount Pleasant, WI 53406**

or

Applicants may send the electronic copy to mcole@mtpleasantwi.gov by 4:00p.m. on Friday, February 23, 2024.

6. Evaluation of Proposals

Village Staff and Police and Fire Commission will internally review the responses to the RFP. The Village reserves the right to narrow the applicants to a “short list” and interview potential firms to establish a final award determination and to negotiate with the successful respondent in the addition or deletion of any or all tasks included within the RFP. The Village of Mount Pleasant also reserves the right to accept or reject any or all RFP’s and to accept the RFP most advantageous to the Village.

Evaluation Factors and Points

- a. Step 1
 - i. Relevant knowledge, experience, and qualifications of the firm and team members (25).
 - ii. Proposed methodology and work plan used in the process (25).
 - iii. Understanding of the project and overall completeness of submission (25).
 - iv. Experience on similar projects/References (25)
- b. Step 2
 - i. Proposed project costs and fee schedules (25).

Disqualification

Non-responsive proposals will also receive no consideration. A “responsive” proposal conforms in all material respects to the RFP.

7. Questions Regarding the RFP

Contact for questions: **Mary Cole, Human Resources Director** at mcole@mtpleasantwi.gov

Answers will be posted on the Village Website under RFP.

8. General Provisions

- a. **Non-Discrimination Statement:** The Village of Mount Pleasant does not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.
- b. **Proposal Cost:** The Village shall not be liable for any costs incurred to prepare or submit a proposal for this project.
- c. **Withdrawal of Proposals:** The proposer upon submission of a written request may withdraw Proposals.
- d. **Rejection of Proposals:** The Village reserves the right to reject any or all proposals, to divide responsibilities among one or more applicants or firms, to waive formalities, and to select the individual or firm which, in the Village's sole judgment, can best perform the scope of services required.

9. Tax Exemption

The Village of Mount Pleasant is exempt from payment of all federal, state and local taxes in connection with this proposed Contract.