

**VILLAGE OF JOHNSBURG  
REQUEST FOR PROPOSALS  
STAFFING AND OPERATIONAL ANALYSIS**

**PROJECT OVERVIEW** - The Village of Johnsburg, McHenry County, Illinois, is soliciting proposals from qualified firms to conduct a comprehensive staffing and operational analysis of the Village's departments and functions to determine appropriate staffing levels and structure for efficient and sustainable operations and service delivery

**BACKGROUND** - The Village of Johnsburg is a non-home rule community incorporated in 1956. The Village board consists of a Village President and six trustees elected at large. The Village provides services to its citizens in general administration and finance; building plan review and inspections; public safety and code enforcement (police); planning, zoning and development; public works; parks and facility maintenance; community events; and wastewater treatment and potable water supply. Fire protection and EMS are provided through the McHenry Township Fire Protection District.

The President and Board of Trustees establishes local laws, provides government policy and oversight and approves the village budget. The Village Administrator oversees operations and is responsible for administering Village government. Additional information about the Village is available on the Village's website at [www.johnsburg.org](http://www.johnsburg.org)

**CURRENT STAFFING STRUCTURE** – The current staffing of the Village consists of 23 full-time employees, 10 part-time employees, and 8 seasonal employees in the following areas:

- a) Village Administration – 3 FT employees consisting of a Village Administrator, Assistant Village Administrator, Administrative Assistance/Collector; 1 PT Building Inspector/Plan Reviewer. Commercial inspection/plan review services and stormwater review are provided through contracted services. Legal and engineering services are also contracted. The Village is in the process of contracting for accounting, payroll and human resource services.
- b) Public Safety – 15 FT employees consisting of a Police Chief, Detective, Sergeant, Police Clerk, and 11 full-time Police Officers; and 7 PT employees consisting of 4 Police Officers; 2 Community Service Officers; and a Police Clerk.
- c) Public Works – 4 FT employees consisting of a Foreman and 3 Maintenance Technicians/Equipment Operators; 1 PT sewer/water operator; and 5 seasonal employees.
- d) Parks and Facility Maintenance – 1 FT Lead; 1 PT facility maintenance employee; and 3 seasonal employees

**PURPOSE OF ANALYSIS** – The Village of Johnsburg seeks to enter into an agreement with one or more qualified individuals, firms or corporations (“Consultant”), to provide professional consulting services and conduct a Staffing and Operational Analysis. The study aims to analyze staffing levels and organizational functions to determine the allocation of resources and departmental structures needed for efficient and sustainable operations and service delivery; and to provide a foundation for accurate forecasting and strategic planning for the Village’s future needs.

**PROJECT DESCRIPTION** – The Consultant will conduct a staffing and operational analysis to include a review of current conditions, an evaluation of future service demands, and an analysis of opportunities for operational changes and process improvements that may further enhance customer services and achieve optimal efficiencies within the departments while maintaining sufficient staff to service the citizens of Johnsburg.

**PROPOSAL REQUIREMENTS** – All proposals should include the following information:

- a) Letter of submission with name, address, telephone number, and email address of person authorized to represent the firm.
- b) Background information on the firm and outline of experience in the public sector staffing model analysis, including the names and contacts of other communities where the firm has previously worked for reference purposes.
- c) A narrative that presents the services the firm would provide detailing the approach, methodology, understanding of the project, and any Village staff support assumptions.
- d) Identification of project lead and key personnel assigned to the project with resumes outlining related experience.
- e) Total project cost with a breakdown detailing project tasks, associate hours and individual costs, recognizing the Village may wish to add or delete services.
- f) A project timetable generally conforming to the Village’s proposed timeline.
- g) A statement that the Consultant carries appropriate insurance for a firm conducting staffing studies.
- h) The signature of an authorized individual to represent and sign on behalf of the firm.
- i) The Proposal must be a firm offer for ninety days.

Submit one signed original and two copies and an electronic copy on a flash drive to:

Claudett Sofiakis, Village Administrator  
1515 Channel Beach Avenue  
Johnsburg, IL 60051  
[csofiakis@johnsburg.org](mailto:csofiakis@johnsburg.org)

***Sealed Proposals are due by 4:00 p.m. on December 19, 2025***

**PROJECT TIMELINE** – The study should provide a recommendation within 90 days of contract execution.

**SELECTION PROCESS** – Each Proposal received will be evaluated and determined if it meets the stated requirements. Failure to meet these requirements will cause the Consultant to be eliminated from further consideration.

The Village shall not be liable in any way for any cost incurred by any consultant, or in the preparation of its Proposal, in response to the RFP, nor for obtaining any required insurance.

The Village reserves the right to reject any proposals, waive any technicalities, informalities, and irregularities, accept or reject all or part of any proposal, and judge the suitability and appropriateness of any proposals offered.

Initial evaluation of the proposals will be made by the Village President, Finance Chairman, Village Administrator and Assistant Village Administrator. In addition to evaluating written proposals, oral interviews may be requested. The Village anticipates making a final selection at a regularly scheduled meeting in February 2026.

Proposals will be evaluated generally on the following criteria, which are neither weighted nor prioritized:

1. Demonstrate understanding of the service requested.
2. Prior experience in performing similar Work.
3. Qualifications of the firm and assigned individuals.
4. Methodology and scope of the proposed service.
5. Fees charged and cost-effectiveness of the proposed service.
6. Reference check.

**MATERIALS, DOCUMENTS, AND DATA** – It shall be understood that all proposals, responses, inquiries, or correspondence relating to or about this request for proposals, all reports, charts, and proposals or referencing information submitted shall become the property of the Village and will not be returned.

**SELECTION TIMELINE** - Interested firms shall submit a Proposal to the Village of Johnsburg no later than 4:00 p.m. on December 19, 2025. Proposals shall be valid for 90 days. The anticipated timeline is as follows:

Activity	Date
RFP Issue	November 20, 2025
Pre-bid Meeting	December 10, 2025
Proposals Due	December 19, 2025
Proposal Reviews/Interviews	January 2025
Approval/Contract Award	February, 2026

**PRE-BID MEETING** – A pre-bid meeting will be held on Wednesday, December 10, 2025 at 11:00 a.m. at the David G. Dominguez Municipal Center, 1515 Channel Beach Avenue, Johnsburg, IL 60051 to address any questions regarding this request for proposal.