



Curran-Gardner Townships Public Water District

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Request for Proposal (RFP)

Human Resources Consultant Services

Organization: Curran-Gardner Townships Public Water District

RFP Issue Date: April 15, 2026

Proposal Due Date: April 30, 2026, 5:00 PM CDT

Contact Person: Cherril Graff

Title: Business Manager

Address: 3384 Hazlett Road, Springfield, IL 62707-2522

Email: CGraff@currangardner.com

Phone: (217) 546-3981

1. Introduction

The Curran-Gardner Townships Public Water District (“District”) is seeking proposals from qualified Human Resources (HR) consultants or consulting firms to provide professional HR consulting services.

The District desires assistance in strengthening its human resources practices, ensuring compliance with applicable federal and state employment regulations, and improving policies and procedures that support a professional and effective workforce serving the community.

2. Organizational Background

The District is a public water utility responsible for providing safe and reliable drinking water services to residents and businesses within its service area.

The District operates under a governing board and maintains a workforce responsible for administration, operations, and infrastructure maintenance.

The District seeks HR expertise to ensure its policies, practices, and procedures reflect current legal requirements and best practices for public utilities.

3. Project Objectives

The objectives of this engagement may include, but are not limited to:

- Conducting a comprehensive review of the District’s HR policies and procedures
 - Ensuring compliance with federal, state, and local employment laws
 - Updating or developing an Employee Handbook
 - Providing training & development to staff, Management and Board members
 - Providing guidance on employee relations and disciplinary procedures
 - Reviewing job descriptions and classification structures
 - Developing consistent performance evaluation processes
 - Advising District leadership and Board members on HR best practices
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4. Scope of Services

The selected consultant will provide services that may include, but are not limited to:

A. Human Resources Assessment

- Conduct a review of current HR practices and documentation
 - Identify areas of legal or operational risk
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- Provide recommendations for improvement

B. Employee Handbook and Policy Review

- Review existing HR policies and procedures
- Update or develop an Employee Handbook
- Ensure compliance with relevant employment laws and regulations

C. Job Descriptions and Classification

- Review existing job descriptions
- Recommend updates or standardized formats
- Assist with role clarity and organizational structure if needed

D. Performance Management

- Develop or refine employee performance evaluation procedures
- Provide templates and guidance for supervisors

E. Employee Relations and Compliance

- Provide guidance on disciplinary procedures and documentation
- Provide guidance on de-escalation and conflict resolution
- Assist with workplace investigations if needed
- Ensure compliance with labor and employment regulations

F. Training and Advisory Support

- Provide HR training for supervisors and management
- Offer ongoing HR advisory support as requested

5. Deliverables

Expected deliverables may include, but are not limited to:

- HR assessment report with recommendations
- Updated Employee Handbook
- Updated HR policies and procedures
- Standardized job description templates
- Performance evaluation tools
- Training materials for supervisors and management

6. Project Timeline

The anticipated timeline for this project is as follows:

RFP Issued	April 15, 2026
Questions Due	April 21, 2026
Proposals Due	April 30, 2026
Consultant Selection	May 12, 2026
Project Start	May 15, 2026

The District reserves the right to modify this schedule as necessary.

7. Consultant Qualifications

Proposals should demonstrate:

- Experience providing HR consulting services to public-sector organizations, utilities, or similar entities

- Knowledge of federal and state employment regulations
 - Professional HR certifications (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR) preferred
 - Experience developing HR policies and employee handbooks
 - Strong references from similar engagements
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8. Proposal Requirements

Interested consultants should submit a proposal including:

1. Cover Letter
 2. Consultant or Firm Background
 3. Relevant Experience
 4. Proposed Approach and Methodology
 5. Project Timeline
 6. Fee Structure (hourly or fixed fee) and proposed contract amount
 7. Key Personnel (if applicable)
 8. References (minimum of three)
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9. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications
 - Understanding of project needs
 - Proposed methodology and approach
 - Cost and overall value
 - References and past performance
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10. Budget

Proposals should include:

- Hourly rates or fixed project fee
 - Estimated costs for each project, and total cost
 - Any additional expenses
 - Proposed payment schedule
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11. Proposal Submission

Proposals must be submitted electronically (via email) in PDF format to:

Cherril Graff, Business Manager
Curran-Gardner Township Public Water District
Email: CGraff@currangardner.com

Subject Line: HR Consultant Proposal

Proposals must be received no later than April 30, 2026, 5:00 PM CDT.

12. Terms and Conditions

The Curran-Gardner Township Public Water District reserves the right to:

- Reject any or all proposals
- Request additional information from respondents

- Negotiate the scope and cost of services
- Cancel this RFP at any time
- Final execution of contract subject to Board approval.

Submission of a proposal does not obligate the District to enter into a contract.
